

# Cement Fields

## New Art North Kent

### Deputy Director Role

<b>Location:</b> A flexible blend of home working (staff are currently working remotely as default); working at our office (we are based at the University of Kent in the ICCI, currently on the Canterbury campus); and occasionally at sites across North Kent	<b>Contract:</b> Fixed term contract until 31 July 2022, with options to renew
<b>Hours:</b> 4 or 5 days per week (to be decided with the applicant), with occasional evening/weekend work, compensated with time off in lieu	<b>Pay:</b> £36,000 - £40,000 pro rata, depending on experience
<b>Reports to:</b> Director	<b>Line Manages:</b> Marketing & Comms Manager. Oversees a number of freelance contractors.
<b>Holiday:</b> 20 days pro rata plus bank holidays, plus extra days over the Dec-Jan holiday, when the organisation shuts for two weeks	<b>Deadline for applications:</b> 10am Monday 8 November 2021. Interviews to be held week of 15 November 2021.

### About Cement Fields

Cement Fields is a visual art organisation working closely with artists and communities to create ambitious and risk-taking new art. Our work, always rooted in place, extends out from the Thames Estuary North Kent, a diverse area that stretches along the river from the outer edges of London to Margate and includes busy urban centres, seaside towns, rural communities, and the North Kent Marshes, an SSSI and one of the last wildernesses of South East England.

The core of Cement Fields' work is in talent development, working closely with early-career artists on their most ambitious work to date, and supporting young people to develop skills, explore new ideas, and to find meaningful ways into creative careers. Cement Fields has grown out of Whitstable Biennale, a visual art festival with an international reputation for developing new artistic talent. The festival attracts 70,000 visits to each edition, and we are currently commissioning new work for our next festival in 2022.

Our current and upcoming programme also includes Jasleen Kaur, *The first thing I did was to kiss the ground*, at Gravesend Pier until 12 November 2021 (co-commission with England's Creative Coast); Caroline Bergvall, *Nattsong*, at Turner Contemporary on 5 November 2021 (part of *Estuary 2021* which we co-directed this year); *This Must Be the Place*, a three-year project working with young people in Ebbsfleet Garden City; *Jerwood WB Artist Attachments*, a programme for early-career artists; *Schools Collective*, a programme with schools in North Kent; and

plans for a new round of our *Artist Development Support Scheme* (we have given 131 hours of one-to-one support to artists during the pandemic).

Cement Fields is part of Arts Council England's National Portfolio, and is based at the University of Kent, in the Institute of Cultural & Creative Industries. We work closely with a wide range of partners and communities to plan and deliver projects, and we are a neurodivergent led organisation, exploring ways to champion the inclusion of a diverse range of people in the arts.

## **Overview of role**

We are seeking to recruit a Deputy Director for Cement Fields, to play a key role in our small, friendly team. The Deputy Director supports the Director to ensure the organisation runs smoothly, meets its goals, and plans effectively for the future.

The Deputy Director supports the Director on strategic direction and business planning, and is responsible for the effective operation of Cement Fields, including its personnel, administrative, operational, and financial management functions. A core part of the Deputy Director role is leading on HR, supporting our staff team to work effectively, and building a culture that prioritises care and supports individual ways of working.

The Deputy Director manages relationships with core funders and stakeholders, including Arts Council England, the University of Kent; is responsible for governance procedures and organisation policies, and acts as Company Secretary.

## **Key tasks and responsibilities**

### Human Resources

- Support the staff team, including staff development, wellbeing and monitoring performance
- Manage recruitment, develop our online HR space, and liaise with our external HR company to ensure we are compliant with company law, and always work to best practice

### Strategic

- Support the drafting of a new four-year organisation Business Plan and ACE NPO application, and lead on the delivery of the business plan and strategic plans that arise from it including audience engagement, equality diversity and inclusion, and environmental
- Support fundraising strategy and plans, including drafting applications, and bringing in external development support as required
- Strategic lead on policies and procedures, advise on compliance and legislative frameworks and new approaches in policy in the sector
- Relationship management, including acting as lead contact for Arts Council England and other key funders and partners including the University of Kent

### Evaluation & Reporting

- Lead on developing and delivering/overseeing evaluation for the organisation and our artistic programme, gathering robust qualitative and quantitative data, and working closely with funders and partners including Audience Finder
- Ensure that the impact of our work is articulated and widely shared, preparing reports and giving presentations
- Prepare reports for funders and partners, including the annual Arts Council England NPO Survey (Band 1), updating and reporting against our Business Plan and preparing data returns as required

### Finance

- Prepare organisation budgets in liaison with the Director, and monitor operational and project budgets
- Work with our external finance consultants to prepare quarterly management accounts and cashflow forecasts in line with the requirements of the Board of Trustees and Arts Council England
- Liaise with our finance consultants and accountants on the production of the yearly financial statements, and draft the Trustees' Annual Report
- Ensure financial reporting requirements of funders are met

### Administration and operations

- Oversee organisation systems and admin to ensure the smooth running of the company
- Oversee operations to ensure projects are delivered on time and on budget, working closely with project and operational staff to set and monitor timelines, to ensure aims and outcomes are achieved
- Lead on admin for Trustee meetings, including circulation of papers, liaising with trustees, and ensuring accurate minutes are taken
- Act as Company Secretary, ensuring compliance with Companies House and the Charities Commission, and undertaking statutory filing

### Other

- Deputise for the Director and represent Cement Fields at external meetings and events
- Identify and undertake other duties in line with the main responsibilities of the role

### **Person specification**

#### Essential experience, skills and attributes

- At least three years senior management experience, ideally in an arts organisation
- A proven ability to manage staff effectively and supportively
- Experience of managing relationships with Arts Council England or other comparable statutory funders, including KPIs and financial reporting
- An understanding of and affinity with our mission
- A clear understanding of strategies for evaluation and impact
- A strong commitment to diversity and inclusion
- Experience and understanding of how to work with artistic practitioners
- Understanding of the legal and statutory requirements for charitable companies

- Experience of implementing operational systems and the ability to plan, organise and schedule effectively
- Experience of business planning, strategy implementation, and financial management
- Knowledge of arts funding and experience of drafting, monitoring, and reporting on funding applications
- The ability to communicate well with others
- Able to manage multiple priorities, problem solve, and work calmly under pressure and to deadline
- Highly accurate and precise, excellent attention to detail

Desirable experience, skills and attributes

- Experience of working at a senior level in an Arts Council England National Portfolio organisation
- An understanding of the Thames Estuary region, or comparable regions
- Understanding and knowledge of the visual arts sector, or comparable contemporary arts sector

### **Other benefits**

- Pension Plan with Nest, employer pension contribution of at least 3%
- Training and mentoring opportunities

### **Other conditions**

- Probation period: 3 months
- Notice period: 2 months in writing on either side

### **How to apply**

To apply, please email the following to [info@cementfields.org](mailto:info@cementfields.org):

- Application form ([download here](#))
- Equal opportunities form ([download here](#))

Please note only applications that are submitted using the Application Form will be accepted. CVs will not be reviewed.

Deadline for applications: 10am, Monday 8 November

Interviews will be held online via Zoom/Whereby, the week of 15 November 2021 (we may request a follow-up meeting in-person, if so travel expenses will be paid).

### **Access requirements**

If you have access requirements, and would prefer to apply in a different format, or would like us to make reasonable adjustments to the interview process, please contact [info@cementfields.org](mailto:info@cementfields.org).

Cement Fields is an equal opportunities employer. We acknowledge the structural exclusion in the arts, and are striving to make our organisation more inclusive. We actively encourage applications from people who may face barriers to employment in the arts.

## **Contact**

Please get in touch with us at [info@cementfields.org](mailto:info@cementfields.org) if you have any questions.