



Mission  
Gallery

## Recruitment information

# Business and Development Director

Please contact us if you require this information in an alternative format.

On 01792 652016 or at: [apply@missiongallery.co.uk](mailto:apply@missiongallery.co.uk)



June 2022

# Business and Development Director

## Introduction

Mission Gallery in Swansea, south Wales seeks a Business and Development Director. The role will be pivotal in helping to develop and lead Mission Gallery's sustainable growth and future.

## Background

Mission Gallery is in Swansea's Maritime Quarter. Housed in a Grade II listed building, formerly a seamen's chapel designed by Benjamin Bucknall in 1886, Mission Gallery is located in an area where there is a concentration of cultural venues supported by the City and County of Swansea. It opened as an art gallery called Swansea Arts Workshop in 1977, an initiative managed by a group of artists as part of the Association of Artists & Designers in Wales. Since 1992 it has been an independent gallery, adopting the name Mission Gallery. In 2003 the gallery became core funded by the Arts Council of Wales.

Mission Gallery presents a dynamic range of craft, visual arts, applied art and design and is one of the most distinctive spaces for contemporary art in Wales. The exhibition programme includes both established and emerging artists working across a wide variety of disciplines including ceramics, textiles, glass, metal, painting, sculpture, installation, photography and performance. The programme takes risks by showing both artists who have not exhibited before and by challenging established artists to work in new ways. The retail space features contemporary craft, design products and prints by UK based artists. The retail offer will go online later this year and has the potential to become a key source of income generation.

<https://www.missiongallery.co.uk>

Mission Gallery also initiates and programmes a wide-ranging outreach programme. Drop-in and specialist led workshops run throughout the year and can be singular activities or part of a longer-term programme. Mission Gallery increasingly works with partner organisations to devise and deliver distinct engagement series. Mission Gallery facilitates Criw Celf West, a flagship education programme funded by the Arts Council of Wales. It organises training opportunities and facilitates residencies for artists. The outreach programme and exhibition programme are interlinked, with crossover activity and opportunities being generated between them.

<https://www.missiongallery.co.uk/criwcelfwest/>

The post-holder will directly manage the Outreach Manager and Finance Administrator. They will work closely with the Gallery Director in leading the organisation. The post-holder will be accountable to the Board of Directors, reporting directly to the Treasurer. All members of staff and board work cooperatively, across the different areas of delivery.



## **Our mission**

To collaboratively develop and deliver an innovative programme that is inclusive and distinctively of Wales; to be practitioner focused, artistically ambitious and to enrich the lives of all involved.

## **Our values and focus:**

- to be sustainable and aspirational; for ourselves, for creative practitioners, for our local communities
- to develop opportunities for creative professionals and to mutually support independent practice
- to develop opportunities for meaningful collaboration and learning; between practitioners, communities, organisations and education providers
- to proactively explore local, national and international partnerships that will grow cultural understanding and mutuality
- to nurture and support contemporary arts practice that is driven by integrity of intent, is skills based, has an appreciation of materials and consideration for audience
- to advocate Mission Gallery, both as a physical venue and as an organisation, as a safe space to pursue and enjoy creative practice; for all.

## **Organisational structure**

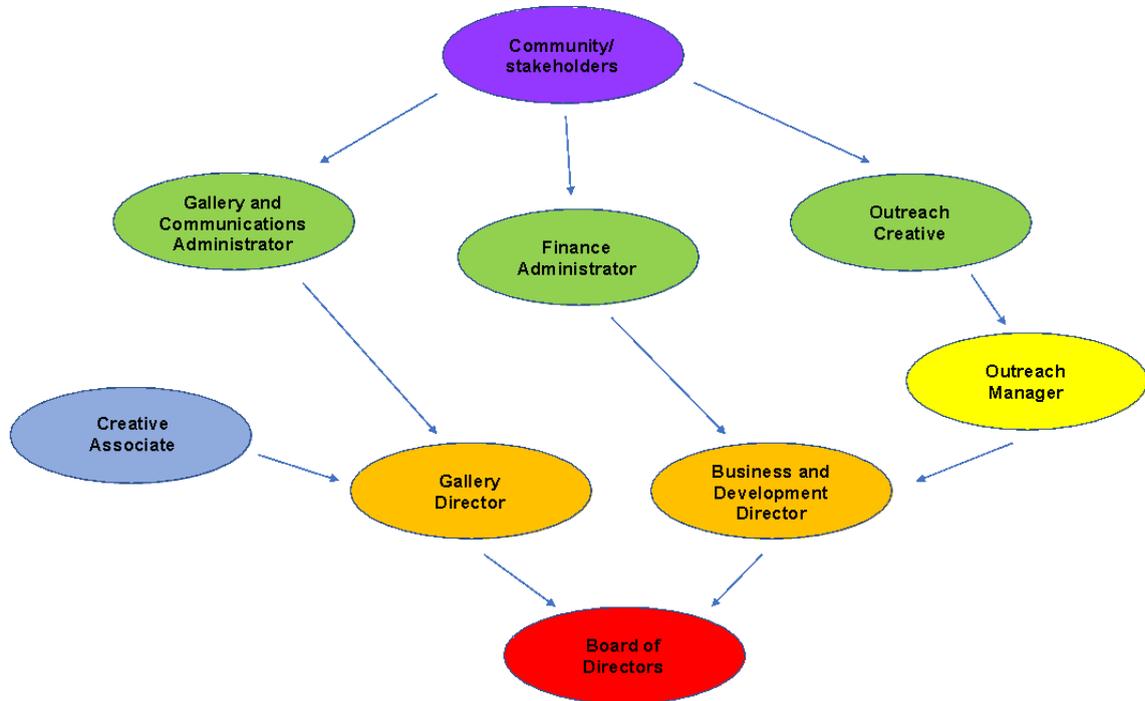
Mission has recently undertaken an organisational review and restructure. As a direct consequence, the post of Business and Development Director is a new role. The Business and Development Director and the Gallery Director together have joint leadership of the organisation. Each role has distinct areas of strategic responsibility. It is a small staff team, comprising permanent core staff and fixed-term project roles. The overall governance of Mission Gallery is the responsibility of volunteer trustees, our Board of Directors. There are currently seven board members.

Mission Gallery is a private limited company, however, it should be noted that the legal status of the organisation is currently under review by the Board of Directors. It is possible that Mission Gallery will imminently apply for charitable status, though alternative governance structures are also being considered. The Business and Development Director will be fundamental in taking up the planning and facilitation of this change to the organisational and legal status of Mission Gallery.



## The new organisational structure:

Mission Gallery : Proposed new organisational structure from 1 June 2022



## Terms and conditions of service

Salary Scale	£28,000 - £30,000 pro rata salary determined by experience and expertise
Contract	Permanent contract
Hours	28 hours per week based on 0.8 FTE
Relocation	Mission is offering a negotiable relocation package
All new appointments are subject to the receipt of satisfactory references and criminal conviction vetting clearances, plus proof of eligibility to work in the UK.	



## How to apply:

Please prepare a statement that describes how your personal qualities, experience and qualifications make you a suitable candidate for this role. Please ensure that you refer directly to the specifications of the role given in the job description. Written statements should be no longer than 800 words. If you are more comfortable submitting a video in place of a written statement then you are welcome to do so. A video alternative should be no longer than 15 minutes and be a .mp4 file.

Together with your statement, please also submit:

- your CV; this should include contact details for two referees
- a completed equalities monitoring form, this is available [here](#)

As a publicly funded organisation, Mission Gallery is required to record equalities data, which indicates how we're performing as an equal opportunities employer.

Mission Gallery welcomes applications from all sections of the community. We encourage applications from minoritized communities and from disabled/ Deaf individuals.

Applications are welcome in Welsh or English.

All personal information submitted will be processed in line with our privacy notice available on our website. This information is shared with us with your consent and will only be shared with those involved in the recruitment process, unless you are successful in the role, in which case it will be saved with your personnel record, in line with our data retention schedules.

Please send your completed application with 'Business and Development Director' as the subject line via email to:

[apply@missiongallery.co.uk](mailto:apply@missiongallery.co.uk)

If you have any questions about the role, please do not hesitate to contact our Creative Director, Ceri Jones at [ceri@missiongallery.co.uk](mailto:ceri@missiongallery.co.uk)

The closing date for applications is: midday on 29 July 2022.

Interviews will be held in early August 2022.

Arrangements to be confirmed.

We much look forward to hearing from you. Thanks for your interest.



## Job Description



<b>Job Title:</b>	Business and Development Director
<b>Salary:</b>	£28,000 - £30,000 per annum (pro-rata)
<b>Reports to:</b>	Board of Directors, Treasurer
<b>Direct reports:</b>	Outreach Manager; Finance Administrator
<b>Annual Leave:</b>	28 days, including public and bank holidays (pro-rata)
<b>Location:</b>	Mission Gallery, Swansea
<b>Hours of work:</b>	28 hours per week, with the potential to rise to 35 hours

### The Candidate

The Business and Development Director will be an individual with excellent organisational skills who is keen to take on a challenge to make a positive impact within a creative, community-focussed organisation. The ideal post-holder will have experience of fundraising and of managing people; be confident with business development and financial management; have an eye for developing growth opportunities and have some knowledge or experience of the arts. Excellent communication, strategic planning and partnership management skills are a necessity.



Specific responsibilities include:

### **Strategic planning and Fundraising**

- In conjunction with the Gallery Director and with input from the Creative Associate, write the organisation's annual business plans
- Facilitate the overall strategic direction of the organisation, leading on its business strategy
- Supervise and coordinate all aspects of the organisation's administrative and resource functions
- Initiate and deliver on opportunities for fundraising, sponsorship and revenue development, focussed on sustainable growth
- Stakeholder management, including lead contact for Arts Council of Wales
- Lead on the preparation and submission of grant funding applications
- Lead on income generating initiatives, with public or private partners, potentially in conjunction with Board members, as appropriate.

### **Operations and Governance**

- Coordinate Board meeting preparation, including setting deadlines for reports, communicating with Board members regarding meetings and responsibilities, and providing secretariat to Chair of Trustees and wider Board
- Attend board meetings and, working closely with Finance Committee, contribute fully to discussions about governance and management, including finances, organisational and capital development, HR
- Oversee all external contracts and staff contracts, revising standard contract terms when required, and ensuring full regulatory and legal compliance
- Line manage the Outreach Manager, supporting the post-holder with strategic development, HR and financial management
- Periodically review the suitability and efficiency of suppliers and contractors
- Ensure any licences and/or certificates are obtained and submitted where required within the given time frame
- Oversee the creation and implementation of all operational and HR company policies and documentation
- Ensure compliance with employment and Data Protection legislation
- Oversee IT provision; currently via Google
- Monitor and update policies and procedures, specifically in relation to financial



management and day-to-day operational management of the organisation.

## **Financial Management**

- Develop and manage organisation budgets; working closely with the Finance Committee, the organisation's accountants, the Finance Administrator and individual budget-holders
- Develop and manage cash flow forecasts; with support from Finance Administrator
- Line manage the Finance Administrator, supporting the post-holder in duties including bookkeeping activities, reviewing coding of receipts and payments, reconciliation, and VAT returns
- Oversee credit control
- Provide external accountants with up-to-date staff information to ensure accurate payroll and associated calculations are made, oversee payroll
- Liaise with external accountants on the production of the annual report and financial statement
- Produce quarterly management accounts for our stakeholders including the Board, Arts Council for Wales and other funders
- Be responsible for reviewing freelance rates, terms of contract and payment processes
- Initiate changes or improvements to systems to increase accuracy and efficiency, particularly with regard to cost efficiency and longer-term sustainability
- Review and update the organisation's Finance Manual, including delegation of authority, in consultation with the Finance Committee.

## **HR**

- Maintain effective HR systems, policies, and procedures within the framework of employment legislation and good practice
- Review and update terms of contract for staff, as required
- Maintain staff personnel records, ensuring information is kept confidential
- Maintain a company handbook for staff
- Oversee all recruitment and appraisal processes, in conjunction with the Gallery Director and Outreach Manager
- Supervise other contracted and freelance staff as required and in conjunction with the Gallery Director and Outreach Manager
- Manage staff training and professional development



- Liaise with staff on holiday, TOIL, sick leave and other contractual matters
- Manage and develop work experience placements, as appropriate.

## **Person Specification:**

### Essential

- Experience of undertaking duties at a similar level
- Experience of organisational financial management including understanding of cash flow, management accounts and supervision of budgets
- Fundraising experience
- Experience of staff and HR management
- Broad experience of preparing contracts for staff, suppliers or freelance contractors
- A commitment to equal opportunities and cultural diversity
- Excellent verbal and written presentation skills.

### Desirable

- Relevant qualifications in Finance, HR, Health & Safety and/or a Business-related subject
- Understanding of the arts funding system in Wales
- Experience of financial management in an arts organisation
- Up to date knowledge of HR and Data Protection compliance
- Recent experience of developing and delivering business plans
- Experience of administering a charity or not-for-profit organisation
- Experience of servicing a voluntary Board of Trustees
- Ability to communicate through the medium of Welsh.

## **Culture and values**

We ask all staff to contribute positively to the organisation's culture by:

- participating to improve equality of opportunities for all, particularly in relation to delivering our Equalities Action Plan
- demonstrating and encouraging positive communication with colleagues, engaging with team development initiatives and well being
- getting involved with the recruitment and welcome of new colleagues,



- contracted freelancers, board members and volunteers maintaining confidentiality.

