

**Crafts Council
Recruitment**

**Finance & Commercial Director
November 2021**





Image credit: Sophie Mutevelian



About us

We are the national charity for craft.

We inspire making, empower learning, and nurture businesses.

We believe that craft skills and knowledge enrich and uplift us as individuals and in doing so will change our world for the better.

Established by Royal Charter in 1971 we are funded by Arts Council England as well as through fund raising and earned income activities.

Society has faced unprecedented challenges in the last year and craft has shown its value; from the many volunteers making scrubs for the NHS through to the rise in craft making at home during lockdown. Yet many craft businesses have suffered a drastic loss of income and need our support.

Our goal is to be an impactful organisation that can:

- champion craft and its positive impact on society
- increase levels of craft education at all ages
- grow the market for craft

With our new public space for craft recently opened and our fiftieth anniversary to celebrate coming up, this is a really exciting time to join the team.

Overview

Job Title

Finance & Commercial Director

Salary

£65,000-70,000 gross per annum, depending on experience

Contract type

Permanent. We offer flexible working and are open to job shares and part time arrangements.

Reporting to

Executive Director

Responsible for

Head of Finance, Collect Fair Director, Operations Manager

Working with

Finance team, Heads of team, Senior Management team (SMT)

Location

We are based in Islington, London. We offer flexible and hybrid working where possible.

Job Outline

We are looking for a talented and enterprising Finance & Commercial Director to join a committed senior management team at the Crafts Council.

This role encompasses oversight of both the financial and commercial aspects of our business plan. We are looking for someone who can bring their experience and expertise to at least two of the following three areas:

- Finance - development and delivery of the organisation's financial strategy, including oversight and improvement of financial operations, systems and compliance.
- Commercial - devising a commercial plan for Crafts Council maximising our digital and physical assets.
- Property – oversee delivery of the long-term strategy for the use and maintenance of Craft Council's property.

The person in this role will be adept in the development and delivery of effective and robust financial performance, bringing innovative thinking to our financial operations and commercial activity.

We are looking for someone who can oversee change and improvement in our accounting and management information systems; as well as providing a strategic and business focused approach to commercial and property management. You will also advise and support other income generating activities across the organisation.

As a member of the Senior Management team, you will be able to balance the needs of operating at a strategic level with the willingness to help deliver, taking a hands-on approach when required.

We are looking for a CCAB or CIMA fully qualified accountant with proven experience of managing commercial and income generating activities. You will bring your excellent people and leadership skills to collaborate with colleagues at all levels, and know how to bring out the best in a team.

Ideally you will have worked in a cultural or creative environment and have breadth of exposure to both commercial and charity organisations.

If you have a desire to contribute to a creative organisation with a national reach; and your values align with the core values of the organisation, we would like to hear from you.

We welcome proposals for job sharing or part time working and can be flexible about how this role can work if you have expertise in one particular area. Please contact us in advance of application to discuss how this role can work for you.

Main Objectives

- Contribute, as a member of SMT, to the development and ongoing review of corporate strategy and delivery of the Crafts Council's Business Plan.
- Oversee all financial, physical and commercial resources to maximise the Crafts Council's income generation.
- Ensure that effective systems are in place to enable staff and management to make their best contribution to the Crafts Council's work.

Main Duties

- Lead on the development and delivery of the financial strategy providing financial information and analysis to the Executive Director, SMT and Board of Trustees.
- Lead on the development of a strategy for Crafts Council commercial activity and identify opportunities to improve performance and develop new areas of income generation including digital.
- Lead on and deliver the long-term strategy for the use and maintenance of Craft Council's property.
- Keep abreast of and identify relevant trends, technologies and developments in financial, management information and commercial areas to maintain and enhance standards of practice.
- Advise and support staff on all financial and commercial related aspects of decision-making, seeking ways to improve the performance of the organisation and identifying opportunities for additional income generation.
- Work with SMT to ensure all programmes of activity are financially robust and have potential to secure or lever raised and earned income.
- Be responsible for the negotiation of and/or clearing of Service Level Agreements, business contracts and any other arrangements with providers of services to the Crafts Council and ensure they are monitored, effective and value for money.
- Ensure that the Crafts Council is compliant and adheres to all statutory policies and requirements across the organisation.
- Deputise for the Executive Director in their absence when required.
- Leadership and management of the team and those you line manage, ensuring they are supported and motivated to perform to the best of their abilities.

Main Duties Continued

- Participate as an active and responsible member of the Management team and contribute to the development of Crafts Council policies, strategies, business and operational plans, ensuring they are efficiently delivered and that resources are used appropriately.
- Contribute to and participate in cross team working groups, and lead on the delivery of projects as agreed in the working groups.
- Be an ambassador for the Crafts Council and represent it at appropriate events.
- Undertake any other duty which may be reasonably allocated.

General

- A strong commitment to accessibility and social justice, ensuring that we are adhering to best practice within your field of expertise
- Assist in developing and maintaining effective teamwork across Crafts Council
- Be flexible within the broad remit of the post
- Continuously seek ways to improve personal, team and business performance
- Attend and participate in Crafts Council performance, development and training programmes
- Ensure that you comply with all Health and Safety regulations and safe working practice as required by current legislation and the Company's Health and Safety Policy and practices
- Understand the importance of equality and inclusion in the workplace
- Promote the highest level of customer service at all times

This role may include occasional evening and weekend work.

Person Specification

Essential

- Substantial experience in a senior role
- Demonstrable experience of leading, managing and supporting people and teams
- Demonstrable experience, knowledge and/or training in at least two of the following areas (three is desirable):
 - CCAB or CIMA qualified accountant
 - Commercial strategy planning and delivery
 - Property management and maintenance
- Good systems knowledge across financial, IT and project management systems
- Experience of managing large and complex budgets
- Strong interpersonal and communication skills both verbal and written, with the ability to present complex information in an accessible and user-friendly way
- Innovative, analytical and forward thinking in your approach
- A personable, effective and clear communicator, with the ability to connect with a diverse range of people
- Ability to work collaboratively with colleagues across teams and tasks
- Willingness to be responsive and flexible in responding to the needs of the organisation

Desirable

- Extensive knowledge of charity accounting
- Knowledge and understanding of Health & Safety legislation and its application
- An interest in contemporary art, craft and design



Guaranteed Interview Assessment

We operate a Guaranteed Interview scheme. This means that we guarantee to interview any applicant who identifies as from African or Caribbean heritage; Arabic heritage; Latin American heritage; East Asian, South Asian and South East Asian heritage; people from traveller communities; disabled people, whose application meets the essential criteria for the role.

The previous pages detail the essential and desirable requirements for the post. For scoring purposes, Crafts Council will use the following ratings:

1. No evidence
2. Little/some evidence
3. Good evidence
4. Excellent evidence

To be invited to interview under our Guaranteed Interview Scheme, applications must meet the minimum criteria for the role. This is 65% of the shortlisting score across all essential criteria.

A minimum of two individuals will assess all applications, they will separately score all answers 1-4. The results are then converted into an overall percentage score and if this is equal to or more than 65% the candidate applying under Guaranteed Interview Scheme is invited to interview. However candidates scoring 1 in any of the essential criteria will not be invited to interview.



Benefits Package

We offer a number of benefits including:

Pay

We are committed to paying above the London Living Wage, therefore we offer competitive salaries with annual reviews.

Pension

Our pension scheme includes generous employer contributions. If you contribute 3%, we'll contribute 7%.

Holiday

We appreciate that regular holiday is essential for you to be at your best. Our staff enjoy 25 days of annual leave plus bank holidays. This increases by one day a year (after five years of service).

Sick pay

We don't want you to worry about money while unwell, so we offer a generous sick pay scheme – giving up to 65 days basic pay in any rolling 12-month period.

Flexible working

We understand that our staff don't leave their home life at the door! As such, we offer flexible working hours, give team members a paid day off if they move home and offer everyone an additional five days of paid leave a year for home care emergencies.

Season ticket loan

After your first six months, you can apply for an interest-free season ticket loan to cover the cost of a travel season ticket.

Cycle to work scheme

We help you save money on purchasing your bike and accessories.

Family Leave

We are fully committed to helping our working parents achieve a work life balance, and encourage all staff to take leave during the early weeks following birth or adoption. As a result we have a very generous company maternity, adoption and paternity policies paying up to 16 weeks of additional pay.

Employee assistance programme

We are committed to our team's wellbeing and provide them with an online source of self-help and wellbeing information on a wide range of topics, focused on helping them lead and maintain a healthy lifestyle.

How to Apply

We aspire to remove barriers and be open to all and strongly encourage applications from individuals currently underrepresented in the Creative and Cultural Sectors. This includes but is not limited to people of African or Caribbean heritage; Arabic heritage; Latin American heritage; East Asian, South Asian and South East Asian heritage; people from traveller communities; disabled people; LGBTQIA+ people and people from a low-income background. We fully support Access to Work applications.

To apply please go to: www.craftscouncil.org.uk/about/working-here

Deadline: 9am Monday 29 November
Interviews: w/c Monday 6 December

To apply for the role, you must be eligible to work in the UK - Crafts Council is not a sponsoring Organisation.

Access

We welcome applications in written, audio or video formats. To submit applications in an alternative format, or to request information in an alternative format please email recruitment@craftscouncil.org.uk

If you would like more information about accessibility before applying, please see the guide we have [here](#).

