

The Role

Job Title:	Director of Scottish Contemporary Art Network (4 days per week)
Reports to:	The Board of SCAN
Responsible for:	SCAN team (see accompanying organisational chart)
Salary:	£40,000 pro rata
Location:	The SCAN team is mainly based in Glasgow and are working remotely at present.

Due to current funding arrangements this is a fixed-term post until March 31, 2022

Job Purpose:

To work with the board, staff and membership to develop strategic and high impact advocacy, development and engagement activities that will bring forward positive change for the visual arts sector.

To act as an advocate for contemporary visual art, building awareness of its public value, driving forward SCAN's strategic aims and ensuring the voice of the contemporary art sector is both represented and consulted at the highest levels

To uphold the organisation's values, support a positive working culture and continue to build a financially sustainable organisation.

Key Responsibilities:

- Provide overall strategic and operational direction
- Provide effective oversight and financial management of the organisation
- Identify strategic development, funding and partnership opportunities to ensure a sustainable future for SCAN
- Ensure effective relationships with board, members, key stakeholders and funders
- Provide effective leadership, support and develop the SCAN staff team and promote a positive, dynamic working culture to deliver the organisation's aims
- Oversee stakeholder engagement, including effective monitoring and reporting appropriate to all funding and charitable needs

With the SCAN team,

Represent the SCAN membership and provide effective advocacy for contemporary visual art at UK and Scottish governmental level, and across public agencies, forums and culture sector bodies

Develop strategic programmes and project partnerships to further SCAN's aims

Develop public campaigns, and maintain marketing and communications plans including membership growth and engagement

Ensure that SCAN has effective policies in place and demonstrates leadership in its approach to Equalities, Diversity and Inclusion and environmental sustainability

Key Tasks:

Programming and Advocacy

- Work with the SCAN team to devise a high-quality programme of advocacy and professional development activities that drive forward the SCAN vision and Visual Art Manifesto aims
- Work with the SCAN membership and team to identify key opportunities to raise awareness of the public value of the visual arts, including gathering and submitting evidence to parliamentary enquiries and lobbying
- Maintain and build strong relationships with relevant organisations and individuals - opinion formers, policy makers, funders and decision makers
- Work with the SCAN membership and team to identify topics for research and gathering of useful sector data

Governance and reporting

- Manage preparation of reports, papers and presentations for Board
- Ensure good working relationships with the Chair and all Board members.
- Create long-term strategic plans and annual operating plans
- Ensure annual KPIs are set, monitored and met
- Ensure all policies are up to date and observed (GDPR, Equality, Diversity & Inclusion, Environment, Health & Safety, financial and employment practices).
- Ensure all funders and stakeholders expectations and requirements are met and exceeded.
- Ensures all charitable reporting as required

Management

- Work with the board and team to recruit staff and contractors, ensuring appropriate contracts are in place and monitored.
- Manage, motivate, support and develop staff to ensure positive working culture, performance management and talent development.

Financial management and growth

- Set budgets and oversee finances effectively, producing annual and longer-term budgets, overseeing reporting, cash flow forecasts and quarterly management and annual accounts.
- Oversee fundraising strategy and relationships, securing income by sustaining positive funder relationships, identifying new opportunities, devising and negotiating proposals, and producing applications and reports.

Communications and engagement

- Oversee an effective and strategic communications and engagement plan which grows the membership, raises the visibility of the network and wider sector and builds awareness of the public value of contemporary art
- Oversee and develop a positive media profile, including acting as a spokesperson and communicator for the membership

Knowledge, skills & experience:

Essential	Desirable
<ul style="list-style-type: none"> ● A demonstrable passion and commitment for the contemporary visual arts ● A natural collaborator able to develop meaningful, positive partnerships across a range of contexts ● Knowledge and experience of policy contexts, influencing and lobbying ● A confident, brave and considered advocate ● An absolute commitment to fairness, challenging inequalities and breaking down barriers ● Experience in a senior role within a small or medium sized organisation, including managing a team ● A track record of developing strategic organisational plans ● Strong understanding of financial management and confident in financial reporting ● Organised and efficient ● Proactive networker with excellent people skills 	<ul style="list-style-type: none"> ● A professional track record working in contemporary visual arts ● Previous experience running multi-year funding agreements and budgets ● Strong networks across the visual arts, wider arts and creative industries and local and national agencies/government settings ● Experience of fundraising and developing strategic stakeholder relationships ● Experience of working internationally on cultural projects ● Excellent administrative capabilities