



DIRECTOR AND ASSISTANT DIRECTOR

About Venice in Peril Fund ('Venice in Peril')

Venice in Peril Fund is a UK Charitable Incorporated Organisation (No. 1186770) which, since 1971, has raised funds for some 75 conservation projects in Venice, ranging from individual works of art to entire churches.

In support of its conservation work, Venice in Peril also promotes a deeper understanding of Venice to encourage responsible and informed non-political engagement with the city and maintains its concern for the wider environmental issues affecting the city and the lagoon. It is one of 27 international committees working in this World Heritage site.

The Venice in Peril Fund has a Trustee Board and a small office in London with 2 staff who work closely with the Trustees and are responsible for the day-to-day running of the Charity.

In Italy Venice in Peril oversees its conservation projects, mostly through its Venice based Representative, while in the UK its activities include fundraising, running a tiered membership scheme and events programme and keeping a wider audience, including the UK heritage community and a network of scholars and experts in conservation, connected.

The Role(s)

Venice in Peril Fund is now looking for a Director and Assistant Director.

This a highly rewarding and creative opportunity for someone committed to the cause of heritage conservation and its importance for the well-being and enjoyment of humanity.

The role(s) will be London based and will work closely with the Chair, Vice Chair, Board of Trustees and Ambassadors (pro-bono specialist support advisers) to develop the Charity, in support of our Mission and Purpose and to support the growth in activities and fundraising which form part of the strategic plan. Occasional travel to Venice and other duties, such as events outside office hours will be required from time to time.

Venice in Peril is seeking to recruit two individuals who can work closely together and support each other in their daily work. We would ideally like to recruit a Director and Assistant Director role but are flexible regarding the seniority of each position depending on the candidates. We may be open to the idea of part-time working.

RESPONSIBILITIES

To Board of Trustees:

- Provide support for and communications with Chair, Vice-Chair and Trustees, and secretariat support for Trustee meetings
- Supply regular reports to the Board of Trustees and attend trustee and committee meetings
- Build an effective working relationship with the Chair and Vice-Chair of the Board of Trustees

Financial, Operational & Managerial:

- Together with the Chair and Vice-Chair of Board of Trustees, develop a strategic plan and annual budget for approval by the Board. Deliver a plan to support the strategy of Venice in Peril
- Operate within the annual budget and ensure management and HR policies are up-to-date
- Establish and monitor key indicators of the organisation's impact and financial health
- Produce the Annual Report together with the Charity's accountant (who is managed by this role)
- Manage and maintain the day to day to operations of Venice in Peril Office in London which includes the organisation's technology and operational processes (including the Website and Database)
- Maintain awareness of risks and changes in the external environment that affect the charity's work and mission
- Manage and support Venice in Peril's staff, interns, volunteers and Ambassadors and ensure everyone is focused on achieving its mission and aims
- Administer the Members, Patrons and Friends programme

Events & Communications:

- Design, manage and deliver website, social media, public relations, public affairs, events, speakers, venues, ticketing, commercial partnership, invitations
- Produce two Newsletters a year, promotional literature, banners, cards, flyers and merchandise eg. Christmas cards. Manage production/inclusion of related publications
- Edit and issue approximately monthly mass email bulletin with news of projects
- Together with the Chair, Vice-Chair and other senior representatives of Venice in Peril, present the organisation at external events and publicity opportunities and required represent the Charity to the media and give interviews

Governance, Stakeholders and Partnerships:

- Ensure the Venice in Peril fulfils its legal, statutory and regulatory responsibilities
- Establish mechanisms for listening to the views of beneficiaries on the Venice in Peril's performance

- Build relationships in Italy with governmental, state and local organisations, with private committees and the media and in order to advance the aims of Venice in Peril
- Liaise with the Venice based organisations (ACP, Soprintendenza, Conservators) and support the Venice Representative
- Build relationships with UK-based heritage organisations (eg Museum Curators, Conservators and Art Schools) in order to advance the organisation's aims.
- Maintain awareness of developments in the heritage and Charity sector in the UK and Italy

Fundraising:

- Develop sustainable income from individual, corporate, legacy and trust donations
- Co-ordinate the activities of volunteers and Ambassadors who are involved in fund raising activities

KEY SKILLS

Leadership skills: A prime role of the Director is to motivate staff and volunteers and he or she needs personal drive and energy to achieve this.

Organisational skills: The Director is a 'hands-on' role requiring excellent organisational and management capabilities. It is a given that the Director will be skilled in modern office, collaboration and communication technology.

Advocacy skills: The Director will be a public and private face of Venice in Peril and needs to be able to effectively promote its aims.

Excellent interpersonal skills: The Director must be able to build relationships with a variety of people, from beneficiaries and staff members to senior corporate executives and opinion formers in both the UK and Italy.

Financial acumen: The Director to set and operate a budget and, increasingly, develop fund raising activities that provide a surplus for Venice in Peril.

Culturally sensitive: The role requires close working and collaboration with individuals, organisation and governmental bodies in Venice and the UK. The Director must be able to understand and collaborate in complex multi-cultural environments.

Integrity: At all times to carry out responsibilities/duties with due regard to Equal Opportunities and Health & Safety Legislation.

QUALIFICATIONS

The Director should possess an undergraduate degree and a master's degree in a relevant field would be helpful.

RELEVANT EXPERIENCE

Experience in senior management or organisational leadership is essential. A unique feature of the job of Venice in Peril Director is the need to work closely with the non-executive Board of Trustees, so any experience of working with committees or boards is advantageous. Experience of working in conservation or restoration Charities is helpful but not essential. Language skills are not a pre-requisite, but fluency or and understanding of Italian would be an advantage. The successful candidate will likely have worked as a Director or Head of a fundraising charities but private sector experience is also welcome. Experience in senior management or organisational leadership of a small to medium-sized not-for-profit/familiar with the challenges of small charities. Experience of running a membership organisation and of working internationally could be advantageous.

REMUNERATION

The roles will be competitive in line with similar current not-for profit roles and have expected UK employment conditions and a NEST pension. Salary up to £40,000 per annum pro-rata.