



OPERATIONS DIRECTOR RECRUITMENT PACK

Introduction

Sampad connects people to South Asian and British Asian arts and heritage in a new and meaningful way. With a stellar 34-year track record with Piali Ray, Founder at its helm, the organisation is entering a new chapter, with Niti Pall as recently appointed Chair. We have an exciting line up of projects in prospect, using a variety of art forms and working with a range of communities in the region.

We are looking for a collaborative professional to help shape our creative journey. In this role, you will work closely with our CEO/Artistic Director and Board of Trustees to drive operational excellence. Join us in building a vibrant, inclusive environment where artistic expression and community engagement thrive.

At Sampad, we believe in the power of arts and heritage to bring communities together. We celebrate South Asian arts and heritage, break down barriers, and give a voice to those who may not be heard.

For over 30 years, we've been championing British Asian arts, pushing boundaries, and contributing to mainstream culture in the UK. We support a wide range of activities inspired by art forms originating from India, Pakistan, Bangladesh, and Sri Lanka and emerging British Asian artistic voices.

Our track record includes dance, music, and theatre productions, as well as digital events and workshops in schools, communities, and outreach programmes. We also offer training for artists, cultural leaders, and young people.

Vision and Mission

Sampad exists to support the development of the South Asian arts sector to be strong and resilient.

Sampad connects people and communities to British Asian Arts and Heritage by breaking down barriers, raising critical issues and amplifying unheard voices.

Sampad is grateful to Arts Council England and Birmingham City Council for their support. We also work with a range of partners including Midlands Arts Centre, B:Music, University of Birmingham, Birmingham City University, Birmingham Indian Film Festival and Dolphin Women's Centre to make things happen in Birmingham.



About the Role

Job Title: Operations Director.

Reporting: This position reports to the CEO /Artistic Director.

Contract: Full time, permanent contract. We are open to this role being 4 days a week pro rata.

Salary: £40 – 45,000 pa.

Start Date: As soon as possible.

Location: This role is office based. Sampad Offices are located at Midlands Arts Centre

Benefits:

23 days plus Bank Holidays annually

An additional 5 days leave after 5 years service

4 % employer pension contribution

Cycle to Work Scheme

Join us for an information session about this role
Thursday 20th March 2025 11-12noon on ZOOM Webinar
<https://us02web.zoom.us/j/84584123542>

Operations Director - About the Role



Responsible to: CEO/Artistic Director

Responsible for: Marketing & Communications Manager, Programme Manager, Learning Manager, Marketing & Programmes Assistant, Finance Officer and other occasional consultants and freelance staff.

Purpose: This is a senior position working collaboratively with the Artistic Director to ensure effective delivery of Sampad's business plan, developmental and organisational aspirations as well as overseeing its financial, contractual and legal obligations as a company limited by guarantee, charity and employer.

Key Accountabilities:

- To contribute, as a member of the senior management team, to the overall development, planning and operation of **Sampad**
- To plan and manage all areas of financial, fundraising, operational, marketing, governance and planning matters.
- Ensure the effective implementation of strategies and policies
- To deputise for the CEO/Artistic Director as appropriate

Role Description

LEADERSHIP AND STRATEGIC

- To work with the CEO/Artistic Director and Board of Trustees to develop the strategic vision for Sampad, building on current success and driving the organisation forward.
- To create a positive working culture conducive to the professional development and well-being of staff and freelancers.
- To ensure Sampad's commitment to Equality, Diversity and Inclusion is embedded in all aspects of our culture, strategic plan and operations.
- To ensure that the programme of work achieves the ambition of the organisation's strategic business plan, the expectations of funders and partners and most effective use of the organisation's resources.
- To continue Sampad's excellent relationships with partners and funders, looking to build on these successful partnerships

POLICY, GOVERNANCE AND PLANNING

- To work with the CEO/Artistic Director & Board of Trustees to develop, deliver and monitor Sampad's business planning.
- To act as a lead contact for the board, attending all board and sub committee meetings and providing quarterly board papers and reports as required.
- To ensure the implementation of the business strategies across the staff team and through the management of the business planning process including assessment of risk, setting aims, objectives and targets and monitoring of performance on a quarterly and annual basis.
- To ensure compliance with all legislation including all charitable, business and financial law and with statutory obligations including HMRC, Charity Commission, Health & Safety Executive and Companies House.
- To maintain the process for the development, implementation and monitoring of all organisational, health and safety and financial policies and procedures.
- To liaise with funders and service partners on the submission of impact measures, monitoring and evaluation and financial reports as required

Role Description

FINANCE

- To lead on charity financial management, budgeting and accounting procedures ensuring both statutory and legal compliance and a culture of sound financial decision-making.
- To work with the Finance Officer to ensure accurate and timely quarterly management accounts and financial reporting for the organisation and the board.
- To work with the Finance Officer and auditors on the preparation and delivery of the annual accounts, Trustees Report, and financial statements ensuring accurate and timely reporting to the Board.
- To ensure that Sampad's resources are maximised at all times and agreed income targets are met.

FUNDRAISING AND RESOURCING

- To work closely with the CEO/Artistic Director to develop and manage the fundraising strategy ensuring that the organisation meets its fundraising targets from diverse sources.
- To support the organisation's fundraising by taking the lead on selected fundraising opportunities, including developing and submitting fundraising applications, to ensure the on-going sustainability and development of the organisation.
- To seek out new sources, diversify and maximize income generation for the organisation.
- To work closely with the CEO/Artistic Director and freelance fundraisers where appropriate on strategies to maximise immediate and longer term fundraising opportunities.

Role Description

COMMUNICATIONS

- Together with the CEO/Artistic Director to represent and advocate for Sampad to ensure that the charity develops and maintains positive partnerships and profile.
- To support the work of the Marketing & Communications Manager in the continued development of the Sampad brand and work with them on the development of effective and dynamic programming and communication strategies.

MANAGEMENT AND HUMAN RESOURCES

- To directly line manage staff members and freelancers (where appropriate) and manage relationships with the auditors and legal adviser.
- To work with the staff team to ensure that Sampad's plans and programmes are delivered to the highest professional standards and in line with its policies and procedures.

- To lead the management of human resources, including team building, staff development and training, recruitment of team members and ensuring best practice and legal compliance.

- To continue to ensure that Sampad's systems of appraisal and training are fit for purpose and ensure that appraisals are carried out in a timely manner.

OTHER

- To participate actively in sector-wide projects and networks.
- To act always in the best interests of Sampad.
- Any other responsibilities that may reasonably be required by CEO/Artistic Director and the Board of Trustees

Person Specification

Essential experience and skills

- Proven experience of leadership within a cultural organisation and/or charity with a record of collaborative working and excellent line management of teams.
- Demonstrable experience in financial management and budgeting relevant to the scale of Sampad and its revenue streams.
- Proven track record in fundraising from a variety of sources.
- Experience of working strategically including business planning and implementation
- Proven track record of developing and managing partnerships with a range of stakeholders and supporters.
- Flexibility and the ability to multi-task and work to deadlines with exceptional attention to detail.
- Excellent written and oral communication skills and interpersonal skills, an approachable team player who enjoys working in a small team.
- An understanding of marketing and audience development.

Desirable experience and skills

- Experience of governance in not-for-profit organisations.
- Experience of Arts Council England reporting procedures, including knowledge of Arts Council's Investment Principles.
- Demonstrated experience in entrepreneurial income generation, such as developing innovative revenue streams and diversifying income sources to drive financial sustainability.
- Experience of recruiting and managing consultants and freelance staff.
- Knowledge of Data Protection legislation, Safeguarding procedures and Equality legislation.
- Knowledge and experience of the diverse arts sector.
- Experience of artistic production.

How to Apply

To apply for this role please submit the following to info@sampad.org.uk marked *Operations Director Application*

- A copy of your CV (no more than two A4 pages) including all relevant contact information.
- One of the following: Either a written statement of interest (no more than 2x A4 pages), a voice note or video (no more than 4 minutes), indicating how your knowledge, skills, experience, and personal attributes meet the Person Specification for the post. Please also include the names and contact details of two current referees (only contacted after seeking permission).
- Completed Equalities form (this is for monitoring purposes only and will be detached from your application prior to review). [Please download here and then return with your application.](#)

Access the form here.

Closing Date: **Wednesday 2nd April 2025 at midnight**

First Stage interviews will take place **Wednesday 9th April 2025.**

Second Stage interviews will take place **Tuesday 15th April 2025.**

Both interviews will be in person.



If you have any questions or would like an informal conversation, please contact info@sampad.org.uk to arrange a time for a call with the CEO/Artistic Director, Piali Ray.