



Deputy Director (Operations & Finance) April 2026

Job Details

Reports to: Director

Responsible for: Operations, business development, finance, HR, and governance.

Contract: Permanent, Full-Time (5 days per week + Toil)

Location: London (min. 3 days per week on-site)

Salary Banding: £45–£55,000pa

Annual Leave: 25 days plus bank holidays

Benefits: Healthcare cashback, studio rental discount

Pension: 3% employer contribution

Notice period: 3 months

Organisation Overview

The Bomb Factory Art Foundation (TBF) is a non-profit, artist-led charity creating space for art and culture to thrive. Founded in a former munitions factory in Archway, the organisation now operates galleries and over 140 affordable studios across London, supporting a diverse community of artists.

Its core activity spans studio provision, exhibitions, residencies, and public programmes, alongside a growing learning and participation offer. As the organisation develops, there is an increased focus on strengthening systems, improving delivery, and building long-term sustainability. For more information visit our website.

<https://www.bombfactory.org.uk/about>

Role and Scope

The Deputy Director leads the day-to-day running of the organisation, bringing together operations, HR, governance, IT, property acquisition & management and financial oversight to ensure activity is well organised, sustainable, and supported by clear, reliable systems.

Working closely with the Director and deputising in their absence, the role oversees operations, supports staff and partners, ensures robust financial planning and controls, and line manages key operational staff and external suppliers.

The role plays a key part in the organisation's next phase, supporting delivery of the 3–5-year plan, development of *Not Another Art School*, expansion of studio provision, and the ambition to secure a permanent home for the charity.

Governance, Risk and Compliance

Working closely with the Board of Trustees and Director, the role ensures robust governance and compliance, supporting the organisation to meet its responsibilities as a charity and company. Acting as Company Secretary, it coordinates Board activity, manages meetings and statutory filings, and maintains accurate records.

The role oversees operational risk, insurance, and health and safety across all sites, and ensures compliance with HR, HMRC, GDPR, and wider regulatory requirements, working with external advisors where needed.

The role works with the Director and other senior staff on developing and delivering operational policies like Health and Safety, EDI, HR and Access policies for the organisation, making sure these remain legally compliant.

Operational and Team Management

The role oversees day-to-day operations across artist studios, galleries, offices, and project spaces, ensuring activity is well coordinated and runs smoothly. It maintains clear systems for administration, contracts, IT, and record-keeping, and supports internal coordination with the Office Assistant.

The role leads all HR processes, including recruitment, contracts, and staff support, oversees and conducts appraisals (excluding the Director). You line-manage teams across finance, buildings, studios, galleries, and office functions, ensuring a well-structured and collaborative organisation.

Studios, Buildings and Commercial Activity

Working with the Director, the role oversees the management of Meanwhile studio sites, galleries, education, and office spaces, ensuring buildings are compliant, financially viable, and support artists and programme delivery.

With the Building Manager, it ensures health and safety, fire, and building compliance are maintained, alongside landlord agreements, utilities, and regular site checks.

The role develops a real estate business development function, working with property partners, agents, and legal advisers to secure new sites in line with approved strategy. This includes leading on lease negotiations, heads of terms, and landlord and tenant relationships.

Overseeing the Gallery and Studio Manager, the role maintains occupancy and tenant agreements, manages studio turnover, and oversees commercial activity, including gallery hire, art sales, and events, ensuring income is tracked and obligations are met

Finance and Business Management

Working with the Finance Manager and bookkeeper, the role oversees financial processes, ensuring accurate and timely information to support clear oversight of budgets, cash flow, and overall financial position.

The role leads on setting and monitoring budgets, expenditure, and income targets across teams, using financial insight to inform regular discussions with the Director and Trustees.

It also coordinates year-end reporting and statutory requirements, ensures effective financial systems and controls, and supports the management of financial and operational risk.

Fundraising

The role supports the development of diversified income streams, including revenue earned, public funding, trusts and foundations, and individual giving, contributing to the development and delivery of funding applications and strategic partnerships.

It leads on financial planning and reporting to funders, ensuring accuracy, compliance and timeliness, while strengthening processes that support sustainable income growth.

The role embeds a clear approach to measuring success against the organisation's charitable aims, developing frameworks to assess return on investment in terms of artistic, social and public value alongside financial performance. This ensures impact is clearly evidenced to funders and that resources are focused on activity delivering the greatest mission-led outcomes.

The role supports the development of Not Another Art School (NAAS) as a commercial and programmatic income stream, contributing to the design of its business model, fee structures and income targets, and supporting delivery as the programme moves from pilot to scale.

It also supports the organisation's pathway toward Arts Council England National Portfolio Organisation status, including coordination of the Illuminate audience data framework and preparation of evidence required for the anticipated 2027 Expression of Interest process.

Operational and Organisational Development

Working closely with the Director, the role supports delivery of the organisation's 5-year business plan, ensuring priorities are clear, realistic and appropriately resourced, and contributing to key strategic aims including Not Another Art School, expanding studio provision and securing a permanent base.

The role supports organisational planning and operational development aligned to these priorities, helping ensure programmes and resources are structured for effective delivery and long-term resilience.

The role owns day-to-day IT management, CRM, software subscriptions, and systems troubleshooting.

It contributes to strengthening systems and processes that support sustainable growth, improving organisational capacity and readiness as the organisation expands.

The role also supports the operational development and then delivery of NAAS as it moves from pilot to scaled programme, helping embed the initiative within wider organisational planning and growth.

Person Specification

Essential

- Strong experience in operations, administration, or organisational management within a small organisation
- Good understanding of governance, compliance, and financial processes, with the ability to oversee and coordinate these effectively
- Experience managing teams and supporting staff performance within a collaborative environment
- Experience in research, applications and management of fundraising applications
- Ability to develop and improve systems, processes, and ways of working
- Strong organisational, problem-solving, and coordination skills
- Clear communication and ability to work across teams and with external partners
- Experience of financial management including budget-setting, monitoring, and reporting to senior leadership or trustees
- Experience of lease, property, or facilities management, including working with landlords, legal advisers, and building compliance

Desirable

- Experience in the arts, charity, or cultural sector
- Experience working with buildings, property, or studio provision
- Experience working with Boards or Trustees

Key Priorities

- Ensuring the organisation runs smoothly and sustainably across all areas
- Strengthening systems, processes, and clarity across the team
- Maintaining strong governance, compliance, and risk management
- Supporting delivery of the programme through effective operations
- Supporting the delivery of the 5-year business plan and organisational growth.
- Supporting external financial and operational advocacy, representing the organisation with funders, statutory bodies, and sector partners alongside the Director