

Creativity Works Job Description: Director

Salary:	£33,000 per annum
Hours:	37.5 hours per week
Location:	Leigh House, 1 Wells Road, Radstock, Bath. BA3 3RN
Contract:	3 year Contract
Responsible to:	The Board of Trustees
Work To:	The Chair of Trustees
Responsible For:	The Staff Team
Purpose of Job:	To lead, manage and develop Creativity Works as an exemplary socially engaged arts organisation

Key priorities

- 1. Manage Creativity Works' strategy and policy development**
- 2. Overall responsibility for financial management and systems**
- 3. Overall responsibility for fundraising, including earned income generation, public service commissioning and the organisations new enterprise programme**
- 4. Overall responsibility for maintaining and developing the socially engaged ethos of Creativity Works, and in particular promoting the role of art and artists in delivering social, health and learning outcomes**
- 5. Overall responsibility for organisational management and working with and reporting to the Board of Trustees**
- 6. Overall responsibility for marketing and advocacy**

Strategic Leadership

- √¹ To set the long term vision for the organisation in collaboration with Trustees, staff and external partners
- √¹ To lead on all areas of policy development, implement the Business Plan which relates to Arts Council National Portfolio Organisation status and work towards the organisations long term sustainability
- √¹ To develop and maintain operational systems that ensure the effective implementation and monitoring of policies and programmes of work through evaluation and appraisal
- √¹ To agree roles and responsibilities for staff and freelance workers and implement the organisations staff development policy
- √¹ To act upon regional and national policies regarding arts and wellbeing
- √¹ To deliver a service that offers access, quality and sustainability

Financial Management, Enterprise and Diversification of Income

- √¹ To manage the implementation of Creativity Works' Income Generation Strategy
- √¹ To manage financial systems to support project delivery and enterprise initiatives.
- √¹ To manage the development and effective implementation of the fundraising strategy
- √¹ To ensure that realistic fundraising targets are set and achieved
- √¹ To maintain a good working relationship with key funding partners

Partnerships and Consortia

- √¹ To work in partnership with and be accountable to key funders
- √¹ To seek out potential partners and participants to enable new creative initiatives to be developed and sustained
- √¹ To bring together and maintain relationships with partners to jointly deliver public service commissions and other projects as informal or formal partnerships or as Consortia

Creative Programme

- √¹ To develop and implement a creative programme that fulfils the aims and objectives set out in the Business Plan.
- √¹ To ensure quality and excellence in artistic production
- √¹ To help generate a creative culture in the organisation that enables new ideas to flourish
- √¹ To be an active player within a network of local and regional partnerships

Artistic Excellence and Quality

- √¹ To ensure that best practice in socially engaged arts practice informs all Creativity Works' programmes of work
- √¹ To be responsible for Creativity Works' long term artistic planning
- √¹ To be responsible for the contracting and management of all artists, ensuring high standards at all times in artistic output, processes and practice.

Organisational Management

- √¹ To manage staff members, artists, freelance and voluntary workers as a unified team
- √¹ To be responsible to the Board
- √¹ Implementation of Health and Safety and all other policies
- √¹ To manage a programme of continuing professional development for staff, freelancers and Board members
- √¹ To ensure the Monitoring and Evaluation of all projects is managed effectively and that information is analysed, collated and used to provide evidence to inform ongoing development

Advocacy and Communications

- √¹ To act as an Ambassador for Creativity Works and represent and promote all aspects of the organisations work
- √¹ To manage and monitor the implementation of Creativity Works' marketing strategy

Planning and General Duties

- √¹ To undertake administrative duties connected with the organisation as required
- √¹ To act in the best interests of Creativity Works
- √¹ To work within Creativity Works policy framework including working within the spirit of Creativity Works' equal opportunities policy
- √¹ To undertake any other duties and responsibilities commensurate with the post

Conditions of Service (Summary)

Grade / Salary:	£33,000 pro rata
Hours:	37.5 hours per week
Timescale:	3 years
Special Conditions:	The hours worked may require evenings and weekends.
Pension:	Eligible to join Creativity Works' stakeholder pension scheme to which the Board of Trustees make a 5% of salary level contribution.

Criminal Convictions

The Director will be required to declare any previous criminal convictions to Creativity Works [subject to the Rehabilitation of Offenders Act 1974] and will be required to undertake an enhanced Criminal Records Bureau Check

Person Specification - Director Creativity Works

Essential Qualifications:

Educated to degree level or minimum of 3 years' management experience in a comparable organisation

Essential Experience:

- √¹ At least 3 years' experience of leading and developing arts [or similar] organisations/projects
- √¹ At least 2 years' experience of working in Socially engaged arts
- √¹ Proven experience of successful fundraising
- √¹ Recruiting, managing and supporting freelance artists
- √¹ Developing and implementing organisational policies/quality assurance systems
- √¹ Setting up and managing partnerships and consortia
- √¹ Delivering key funders aims and objectives
- √¹ Creating, managing and monitoring budgets
- √¹ Monitoring and evaluating organisational services
- √¹ Analysing staff training needs and developing individual and team training programmes
- √¹ Understanding and proven experience of earned income generation and enterprise development and management

Essential Knowledge and skills in:

- √¹ A wide variety of art forms both traditional and new
- √¹ Socially engaged arts best practice
- √¹ Community development and social inclusion issues
- √¹ Partnership working
- √¹ Managing, motivating and enthusing others in delivering an innovative cultural programme
- √¹ Delivering and monitoring an effective equalities and diversity policy
- √¹ IT skills
- √¹ Communication, both written and verbal, including ability to speak on behalf of the organisation
- √¹ Good health and safety policy and practice

Essential Personal Qualities:

- √¹ Strong motivation and ability to manage own time effectively with minimum supervision
- √¹ The ability to respond positively/creatively to challenges and changes
- √¹ A commitment to the aims and ethos of Creativity Works
- √¹ Ability to work flexibly including evenings and weekends