**Metroland Cultures**

**Interim Director**

**- Job pack**

**July 2023**

**Overview**

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| **Reports to** | Co-Chairs of the Board |
| **Reports** | Curator of Programmes, Curator of the Brent Biennial, Deputy Director, and Curator of Digital Content |
| **Hours** | 5 days a week. 36 hours. |
| **Fee** | £25,000 |

**About the role**

The Director role will provide artistic, organisational, financial, and managerial leadership for Metroland at a strategic level. The purpose of the role is to provide strategic direction to deliver programmes which enables the charity to meet its Vision and Mission while modelling artistic excellence. The role reports to the Board of Trustees and must ensure an operating model that is robust and sustainable to future proof the organisation. This interim role is to maintain and build Metroland’s resilience so that the organisation can be artistically ambitious, whilst achieving impactful outcomes for local people, communities, and the culture sector more broadly.

**The Role – Main Responsibilities**

**Strategy and leadership**

● Provide inspirational leadership through establishing an artistic vision and purpose others will follow and collaborate with and ensure Metroland’s artistic offer is sector leader and setting a template for others to follow

● Devise Metroland’s business plan to ensure the organisation realises its vision and mission

* Develop existing and devise new policies and practices where necessary that grow Metroland’s reputation for commissioning and/or co-producing with artists from diverse backgrounds that are representative of local populations.
* To foster a culture of collaboration and team working within the organisation and beyond so that Metroland becomes fully embedded within the local area and across London’s arts and cultural sectors.
* To Develop a proactive and productive relationship with senior officers and councillors at Brent Council
* Be an advocate for and spokesperson for Metroland Cultures locally, national, and internationally seeking opportunities to share our best practice.
* Establish and oversee the implementation of evaluation and documentation processes across all programmes to document and demonstrate the impact and change the programmes make.
* Ensure Metroland’s artistic ambition is authentic and includes residents, young people and artists will be at the heart of the programme development and delivery.
* Ensure the programme is accessible and inclusive, ensuring a wide range of entry points for audiences both local and further afield.
* Ensure Partnership and communities are at the heart of all Metroland’s work.

**Board and Governance**

* Establish constructive relationship with all stakeholders including the Board of Trustees, Brent Council, Arts Council England and other major funders and external partners.
* To work with the Co-Chair’s to establish systems, structures, and procedures with the board to ensure the successful running of the charity.
* To report to the Board on all strategic work being undertaken or commissioned and obtain the necessary formal approvals.
* To produce Board papers, with input from across the team, enabling the Board to reach sound decisions about the overall strategy and any matters relating to risk, policy and finance.
* To proactively work with the Co-Chair’s to identify any skills gaps within the Board and support the recruitment and induction of new Trustees.
* Act as Company Secretary
* Act as Data Protection Officer
* Act as designated Safeguarding lead
* Undertake any other duties as reasonably required by the Board.

**Fundraising**

* Ensure a fundraising strategy is in place that takes a mixed economy model approach, and its delivery is overseen by the Deputy Director.
* Ensure effective collaboration and buy in across the team to put together applications for funding swiftly and efficiently.
* Take responsibility for establishing ethical fundraising policies with the Board of Trustees.
* Devise projects and direction to create the basis of bids and proposals for potential funders.
* Actively seek out new funding opportunities for Metroland to pursue and ensure Metroland is visible and meeting key funders and stakeholders in the sector.
* Oversee the Deputy Director to ensure a fundraising strategy is realistic and is supported by a timeline and pipeline of opportunities for the organisation to pursue and secure.
* Lead on establishing a strategic annual fundraising event to bring together supporters and funders.
* Ensure an Evaluation Framework is in place in monitored and implemented across the organisation to gather evidence and data to be used to develop fundraising strategies, approaches, and reports.

**Finance**

* Establish Business Plan for the Organisation and ensure it is embedded across the team.
* Establish Finance Audit and Risk Committee (FC Committee) with a rolling agenda, terms of references.
* Set annual fundraising targets in dialogue with the Deputy Director and FC Committee and assign targets to programmes.
* Work with the Finance Manager to prepare Metroland’s long-term financial plan and annual budgets and cash flow and ensure a robust reporting system in place to reassure the board of transparency, accountability, and sustainability of the organisation.
* Instruct Auditor and be responsible for the annual audit.

**Human Resources**

* Set HR and Recruitment policies and procedures with the Board and ensure they are implemented across the team.
* Ensure the team in place can deliver on the programme of work agreed at board level.
* Ensure a positive working environment for all employees and where necessary develop new policies to safeguard staff and Metroland’s reputation.
* Ensure the organisation’s personnel operations and staff management practices are best in class and contribute to a harmonious and effective environment for staff, Board, partners, beneficiaries to carry out their roles and helps everyone meet the organisational and personal development goals.
* Take overall responsibility for HR matters including disciplinary and grievances and other employee related issues.
* Provide leadership support to the team ensuring personnel needs are met and capacity is reviewed and assessed.
* Oversee the staffing structure, reviews, and consultations.

**Marketing, PR and Communications**

* With the Digital Content Curator create and implement an effective marketing and communications strategy
* Ensure the visibility of Metroland grows locally, nationally, and internationally.
* Speak for and represent Metroland in all public and external platforms.
* Take proactive steps to strategically position Metroland within the culture and voluntary sectors.
* Ensure effective data collection that is GDPR compliant, and where the learnings can be captured to inform future programming and audience development strategies.

**General Duties**

* Keep abreast of best practice in the arts and culture sector nationally and internationally.
* Keep abreast of Brent’s voluntary community sector and challenges the brough faces.
* Take overall responsibility for any premises Metroland is renting including the negotiation of leases etc.
* Ensure that Metroland Cultures policies and procedures with respect to Safeguarding, Health & Safety, Equality Diversity, and Inclusion, Environmental and Data Protection are updated and adhered to.
* Be willing to undertake any necessary training or development to fulfil the role.
* Represent Metroland at public functions, launch parties, conferences, press nights and fundraising events.

**Person Specification**

**Essential**

* A minimum of five years’ experience in working in a senior strategic role within an arts organisation or a charity
* Proven experience of charity governance and working with a board of Trustees enabling them to effectively oversee the strategic direction of Metroland.
* A clear commitment to the London Borough of Brent or demonstrate a clear commitment to immerse themselves with the Borough.
* Strong, confident, and diplomatic communication skills both written and oral.
* A strong advocate and public speaker
* Ability to work with a broad stakeholder base and brokering partnerships.
* Proven experience of fundraising, ideally within an arts context
* Proven experience of developing strategies, policies, and plans
* Proven ability to manage complex programme and organisational budgets up to £1 million.
* Resilience and the ability to work under pressure and problem solve.
* Excellent financial management skills, with experience of carrying financial responsibility for an organisation and ensuring the delivery of targets.
* Proven experience of managing a staff team including recruitment, induction, and appraisal.
* Demonstrable commitment to Equality, Diversity and Inclusion and ability to cultivate an inclusive organisation and influence the wider arts and cultural sector.
* Engagement in current discussions around social justice, transformative justice, climate justice and disability justice.
* Strong understanding of the creative industries and arts policy at a local and national level
* An excellent network in the arts and cultural sector

**Organisation Chart**