

Director (Interim) Recruitment Pack

Overview

Reports to:	Chair of Metroland Cultures Board
Responsible for:	Head of Programmes Finance Manager Fundraising and Development Manager Marketing and Communications Manager
Commencement date:	April 2021
Salary:	£65,000 - £72,000
Hours:	35 hrs per week (may require some evenings and weekends)
Contract Type:	Fixed-Term 24 months

About Metroland Cultures

Metroland Cultures safeguards the legacy of Brent's year as the Borough of Culture by building on the projects and relationships built over that year. It works in partnership with the community and Council to celebrate Brent's cultural heritage and grow its creative future. Through its Visual Arts and Music Biennial it presents stories and artists to local, national and international audiences. Metroland University offers a 2 month development programme to young people from Brent who want to work in the arts and the creative industries.

About the Director (interim) role

The Director (interim) role is a new appointment that will provide organisational, financial and managerial leadership for Metroland at a strategic level. The organisation is embarking on its legacy from delivering the Borough of Culture programme during a period of uncertainty and vulnerability for the sector, but equally at a time where society and in particular Brent is perhaps in greatest need for arts and culture as part of its recovery. The rationale for the Interim role is to enable Metroland Board (with the Interim Director) to test and explore an operating model that is robust and sustainable so as to future proof the organisation during these uncertain times.

A key part of this role is therefore to build Metroland's resilience so that the organisation can be artistically ambitious and achieve impactful outcomes for people, communities and the sector more broadly. Moreover, during this interim period Metroland will be in possession of Metroland Studios -a repurposed building owned by Brent Council in Kilburn that will temporarily host artists in residence and the staff team following which alternative accommodation will need to be sought.

Duties and Responsibilities

Strategy and leadership

- Lead the organisation, including managing the staff team.
- Develop and Deliver Metroland's business plan to ensure the organisation realises its vision and mission, including formulating, developing and managing the organisations operating model, and taking the lead on drafting and managing annual updates.
- Foster collaboration and team working within and outside the organisation so that Metroland becomes fully embedded within the local and London sector.
- Ensure legal compliance and financial stability, and that risk is regularly monitored and reported.
- Develop a proactive and productive relationship with Brent Council.
- Ensure Metroland adopts good working standards in particular with respect to equal opportunities, diversity, safeguarding and health and safety.
- Promote learning and development at all levels so that staff feel invested in and motivated to progress in and through the organisation.
- Ensure all projects are properly evaluated and documented with effective data collection that is GDPR compliant, and where learnings can be captured to inform future programming and audience development strategies.

Board and Governance

- Develop a constructive relationship with, and be accountable to the Board of Trustees, Brent Council and other major funders and external stakeholders.
- Work with the Chair to establish systems, structures and and procedures with the board to ensure the successful running of the charity
- Work closely with the Chair of the Board to report to the Board of Trustees and any sub-committees on a regular basis.
- Report to the Board on all strategic work being undertaken and planned for formal sign-off.
- Draw up Board papers, with input from across the team to enable the Board to reach sound decisions about matters relating to strategy, risk, policy and finance.
- Proactively work with the Chair to identify any skills gaps within the Board and support the recruitment and induction of new Trustees.
- Undertake any other duties as reasonably required by the Board.

Marketing, PR and Communications

- With the Marketing and Communications Manager establish and enact a strong marketing and communications strategy.
- Speak for and represent Metroland in all public and external situations

- Take proactive steps to strategically position Metroland through speaking at sector conferences or sectoral events.

Fundraising and Development

- Lead the fundraising effort through generating a mixed economy model through identifying opportunities for generating income, fundraising, cultivating donations and strategic partnerships.
- With support from the Fundraising and Development Manager devise a robust fundraising strategy and bid pipeline
- Manage relationships with high-level stakeholders

Finance

- Work with the Finance Manager to prepare Metroland's financial plan and yearly budget.
- Support and oversee the Head of Programmes production budgets
- Ensure accurate reporting to the Board and funders on Metroland's financial health
- Ensure effective budgetary controls are in place including delegated authority thresholds

Human Resources

- Overall responsibility for overseeing HR-led issues 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 staffing restructures, consultations, recruitment and induction processes
- Oversee performance management through a clear appraisal process and provision of continued professional development opportunities so that standards of best practice are maintained, and staff feel supported.

Programming

- With the Head of Programmes ensure Metroland's artistic ambition is authentic through ensuring Brent's residents and in particular young people are 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.
- To develop policies and practices that grow Metroland's reputation for commissioning and/or co-producing with artists from diverse backgrounds that are representative of local populations.

General Duties

- Lead all staff meetings
- Keep abreast of best practice in the sector
- Represent the organisation and advocacy for it

- Take overall responsibility for any premises Metroland's renting including the negotiation of leases etc.
- Ensure you and the team adhere to Metroland Cultures policies and procedures with respect to Safeguarding, Health & Safety, Equal and Diversity, Environmental and Data Protection.
- Be willing to undertake any necessary training or development in order to fulfill the role.
- Keep abreast of best practice in the sector within Britain and globally.
- Represent Metroland at public functions, launch parties, conferences, press nights and fundraising events.

Person Specification

Essential

- Relevant practical experience in working in a senior strategic role with a Charity
- Relevant practical experience working with a board of Trustees
- Applied knowledge of current legislative frameworks and best practice within the charitable sector
- Strong, confident and diplomatic communication skills both written and oral
- Ability to work with broad stakeholder base
- Experience of fundraising within an arts context
- Experience in developing strategies and brokering partnerships
- Ability to manage complex multi project budgets
- Ability to work under pressure and problem solve
- Experience in taking financial responsibility for an organisation or major programme
- Experience in developing strategies, business plans and enacting them
- Manage a varied team
- A strong advocate and public speaker
- Strong understanding of cultural policy

Applications

As an interim role we are open to secondments from organisations that specialise in the setting up and establishment of new charities. To discuss the role please email team@metrolandcultures.com to arrange a conversation with the current Director or Chair of the Board.

To apply for the role please download the application pack send the following to team@metrolandcultures.com

1. Completed Application form
2. CV
3. Covering Letter

In addition, please complete our Equal Opportunities Monitoring survey [here](#).

The deadline for applications is **5th March 2021 at 5pm**.
Interviews will be held on the **9th of March**.

Other

For more information about Metroland Cultures please see www.brent2020.co.uk

Metroland Cultures is an Equal Opportunities and London Living Wage employer.