

the  GAP



May 2024

JOB PACK:

**EXECUTIVE
DIRECTOR**

JOB PACK CONTENTS

EXECUTIVE DIRECTOR

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ABOUT THE GAP

Founded as a grassroots group in 2009, The GAP Arts Project today is an ambitious, well-respected, venue-based, community-facing company, known for the quality and integrity of its work. Led by a skilled and experienced team of artists and arts educators, and supported by a committed Board of Trustees, The GAP joined the Arts Council of England's national portfolio in April 2023.

Based in the top 10% of the most diverse and the most deprived communities in the UK, The GAP is the only cultural venue dedicated to young people's creativity in Birmingham. Designed for and with young people to be inclusive, inspiring, welcoming and safe - with gallery, workshop space, rehearsal room, arts library, community garden and community café - it hosts exhibitions, community conversations, family activities and live music, theatre and social events, as well as creative and cultural projects for young participants aged 7-30 yrs.

Our specific mission is to engage the under-represented young people of three key communities in meaningful and transformative arts experiences: the youth of Balsall Heath and its surrounds; young asylum seekers, refugees and migrants in Birmingham; and young artists in the Midlands. We have a dynamic and diverse youth forum - The Culture Collective - which helps shape The GAP's cultural provision, informs our youth engagement strategy, and to whom we offer a range of development opportunities along clear progression routes.

To read more about The GAP please visit www.thegapartsproject.co.uk



CONTRACT:

Full Time, Permanent (subject to a 6 month probationary period and pending funding beyond 3 yrs).

RESPONSIBLE TO:

Artistic Director
Programme Director
Board of Trustees

RESPONSIBLE FOR:

Artistic Director
Programme Director
Administrator
Bookkeeper

HOURS:

40 hours per week (TOIL).
Some weekend and evening work will be essential.

LOCATION:

Candidates will be based in our venue, The GAP, on Balsall Heath's high street, Birmingham, and occasionally out in the wider Balsall Heath community, elsewhere in the city and nationally, representing the company.

We try to be flexible and are open to considering occasional home working.

STARTING DATE:

1 September 2024.

SALARY:

£40,000 per annum.

PURPOSE OF ROLE

The new post of Executive Director is a linchpin role in the next exciting stage of The GAP's growth and development. Overall, its key function will be to lead on the continuing professionalisation of the organisation, consolidating progress made to date, and extending and achieving our ambitions for best cultural management, enabling the creative team to deliver quality arts provision to the young people at the heart of our work and for which The GAP is recognised.

The Executive Director will lead on policy and strategic planning, steering the charity through the continuing transition from grassroots organisation to Arts Council of England's NPO. They will drive the delivery of our Investment Principles, and be a key liaison with our Board of Trustees, bringing their knowledge and experience of good governance to bear. They will have oversight of daily operations, systems and networks, and be central to excellent recruitment processes, staff development and retention, and health, safety and well-being of all personnel, participants and public.

Crucially, the Executive Director will sustain and grow The GAP's excellent track record of fundraising. In an increasingly competitive field, the Executive Director will stay abreast of the changing funding landscape, as well as the evolving challenges facing our key communities of young people, ensuring continuous generation of income to support provision that is meaningful and relevant. They will communicate The GAP's values and mission clearly to funders, and explain how our methodologically-guided practice can create positive and powerful impact, and transform young lives. They will monitor progress, report on outcomes and build and manage excellent relationships with funders, private donors, supporters and Friends of The GAP, as well as secure new funding, optimise independent income streams and grow public donations.

Using their excellent communication skills, the Executive Director will advocate for our work in a variety of public fora, representing the organisation and telling the unique story of The GAP in a variety of forms to a wide range of people, including potential partners, educational institutions, local government, potential donors and press and media. They will, in addition, be confident speaking with young people, community groups and the wider public locally, supporting our proactive role in community development and cohesion within the Balsall Heath neighbourhood.

OUR IDEAL CANDIDATE

Our ideal candidate is conversant with the latest developments and issues around arts and culture in the UK. You will have direct experience of working in the cultural sector, and knowledge of the challenges of funding for the arts. You need not have experience of youth arts, but will be curious about The GAP's work with young people in order to understand the impact it can have on learning, well-being and community. You will also be committed to cultural rights and to improving access for our city's diverse populations and those facing barriers to creative engagement. Our venue is for everyone, and we welcome applications from those who are committed to diversity, inclusivity and equality of opportunity. We particularly encourage those from the global majority, Black, Asian and Minority Ethnic backgrounds, and also those who are D/deaf or disabled, as they are not currently as well represented in our workforce as they are in our communities.

Our ideal candidate will have experience of shaping and managing effective organisational processes, and of ensuring the smooth running of daily operations and working structures. You will have experience of leading a strong team that can work productively and sustainably within those structures, and will be personable, a good



listener, and equally comfortable working with early career colleagues and young volunteers as you are with senior staff and trustees.

You'll have an excellent, demonstrable track record of fundraising from a wide range of trusts and foundations, be experienced and knowledgeable about the reporting requirements of the Arts Council of England's national portfolio, and be conversant with our responsibilities as a registered charity. You'll be organised, have excellent communication skills, be great with numbers, pay close attention to detail, and be an enthusiastic and adept problem-solver.

You'll be adaptable, responsive to the needs of the team and the venue, and be able to work to tight deadlines, remaining calm and focused under pressure. You'll work mostly on your own initiative, but you'll similarly thrive as part of our ambitious and dedicated wider team.

If this sounds like you, we'd love to hear from you!

PERSON SPECIFICATION

As Executive Director, you'll need to demonstrate the following competencies.

ESSENTIAL

- Experience of working in a professional arts/cultural organisation at senior level
- A strong track record of fundraising, with an excellent knowledge of arts funding, Arts Council of England's national portfolio and the wider cultural sector
- Strong, confident and mindful leadership skills
- An excellent all-round communicator, in writing, orally and in public
- Solid financial planning and budget management experience
- Experience of working with Trustees or governing bodies and understanding of the needs of good governance
- Excellent time management and ability to prioritise and work to deadlines
- A dynamic, strategic thinker and experienced policy writer
- A people person with a strong sense of social justice and commitment to our communities
- Resilience, resourcefulness and initiative
- Excellent organisational skills with keen attention to detail
- A flexible team member and creative problem solver

DESIRABLE

- Experience of young people's arts or educational settings
- Experience of data collection, management and analysis
- Understanding of best practice in safeguarding for children, young people and vulnerable adults
- Familiarity with the cultural ecology and creative sector in Birmingham and specific issues facing the city and wider West Midlands region
- All posts are subject to an Enhanced Disclosure with CRB, which we can undertake on appointment.



AREAS OF RESPONSIBILITY AND KEY TASKS

STRATEGIC

- Developing an ambitious fundraising strategy to support our ambitious arts programme and venue
- Bid writing, managing budgets, monitoring outcomes and reporting to funders
- Ongoing strategic development and business planning of The GAP as an inclusive, sustainable, youth-focused arts provider and venue
- Policy writing, implementation, scrutiny and review
- Public speaking, networking, representation of and advocacy for The GAP at key events
- New partnership development

OPERATIONS & MANAGEMENT

- Developing and implementing an organisational culture and management structure that embeds The GAP's values within its internal practices, and delivers the conditions for The GAP's vision and team to thrive
- Operational oversight of the organisation as a whole
- Ensuring Safeguarding, Equal Opportunities and Anti-Racism policies are adhered to within our daily practices and procedures
- Liaising with the Bookkeeper and Accountant to ensure robust financial recording and reporting, and overseeing a range of project budgets and quarterly and annual accounts

- Liaising with the Administrator to operate the smooth running of communications, rotas, calendars, data collection and office management
- Human resources responsibilities, including recruitment, contracts, reasonable adjustments, probationary and progress reviews, and contributing to our Staffing and Succession Plan
- Leading on compliance with all health & safety, employment, customer care, data protection, equal opportunities, licensing and financial regulations, laws and codes of practice, ensuring statutory obligations are complied with.

GOVERNANCE

- Working with the Chair, Treasurer and other officers of the Board, to ensure the smooth running of the Board of Trustees according to the principles of good governance
- Attendance at and presentation to all meetings of the Board of Trustees, including leading on policy review
- Liaising with the Chair of Trustees and other officers of the Board, to ensure our delivery against our funders' Investment Principles
- Ensuring up-to-date compliance with Charity Commission regulations and general charity law

MISCELLANEOUS

- Any other duties as reasonably requested by the Team or Board of Trustees.
- Occasional weekends, evening work, networking meetings and other external events

This job description is not intended to be exhaustive. The successful candidate will be open to adopting a flexible and collaborative approach to duties subject to the needs of the team and the organisation as a whole.

ABOUT THE BENEFITS

Staff benefits include:

- 28 days of holiday per annum, including bank and public holidays
- A contributory pension scheme to which you will be auto-enrolled (subject to the conditions of the scheme).
- Support for continuous development and inclusion in whole-team training
- Free access to the full creative programme at The GAP
- Staff discounts on food and freshly ground coffee in the café
- Bike racks and on-site pump and bike repair tools
- Close to city centre on a regular bus route
- Membership of a small, friendly and enthusiastic staff team
- An exciting opportunity to play a significant role in shaping the future of this pioneering young people's arts provider at this exciting moment of transition and growth.





HOW TO APPLY

All applicants are required to submit the following:

- A cover letter detailing your interest in the work of The GAP and addressing the person specifications for the post. In particular, please outline what skills, experience and leadership you would bring to The GAP's current crucial period of transition.
- Your up-to-date CV
- Details of two professional referees (we will not contact referees without your permission)
- We'll also ask you to complete an anonymous Equal Opportunities Monitoring Form once we receive your application, to help us understand more about who our opportunities are reaching and appealing to. This is not compulsory, however, if you'd rather not.

Shortlisted candidates will be invited to prepare a short presentation to share during the interview stage. Interviews will take place on 9th and 10th July, with a panel of senior staff, trustees and an Arts Council of England representative. Please let us know if you have any access needs.

For an informal and confidential conversation about the role, please contact the Artistic Director, Ceri Townsend. We strongly encourage applicants to visit The GAP in advance of applying, if possible. Please call to arrange.

If you have specific questions not covered in this document, for an initial chat or to arrange a visit, please call on 07533 456387.

DEADLINE FOR APPLICATIONS

30 June 2024 (23:59pm)

SEND TO:

admin@thegapartsproject.co.uk with subject heading 'Executive Director Application'



the ~~_____~~ GAP

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