



Job Title:	Executive Director	Job Category:	UK Office
Location:	Palace Hub, Redcar	Travel Required:	Yes
Level/Salary Range:	£27 - 30K pa pro rata 3 days per week	Position Type:	Part time fixed term for initial one year, future subject to fundraising
Reporting to Creative Director Festival of Thrift			

Festival of Thrift CIC has a mission to “ carry out activities to benefit the community and to advance public awareness of sustainable living through Festivals, exhibitions and other activities”. Every penny we raise goes back into organising these activities and increasing the number of people we can engage with.

The first Festival took place in 2013 at Lingfield Point in Darlington making a big impact regionally and nationally, with 27,000 visitors thronging the site. By 2015, 35,000 visitors were pouring through the gates to celebrate all things sustainable and in 2016, the Festival moved location to the beautiful Kirkleatham Museum & Grounds in Redcar where over 35,000 people now attend annually to be entertained, inspired and educated about how to live thriftily and sustainably in style.

We have won a multitude of awards including Best Event Teesside , Gold at North East Tourism Event of the Year and the Observer Ethical Awards for Arts and Culture, recognising the fact that artists are embedded in the programme as agents for social change. The aims of the Festival are to:

- Promote the concept of sustainable living and be a voice for sustainable issues, globally and locally.
- Build a unique and distinctive, fun and sustainable national event, drawing positive media attention to Redcar & the Tees Valley.
- Share the skills of artists and craftspeople, professional and amateur, to inspire people of all ages to learn old ways and find new ways to be creative in their everyday lives.
- Ensure wider economic benefit through encouraging visitor spend on travel, accommodation, restaurants & related businesses.
- Contribute to community cohesion through wide engagement in our programme, volunteering and participation.
 - Celebrate the heritage and contribute to the future prosperity of Redcar & and its business and industry.

We are seeking an Executive Director to take a key role in the leadership and management of FOT, sharing the future planning of the organisation with the Creative Director and overseeing the company’s economic development. Together they will ensure that the values of FOT are upheld in all aspects of the work of the organisation.

The Executive Director is charged with providing the best possible physical and cultural environment within which the artistic and operational ambitions of the organisation can flourish. The postholder will have particular overall responsibility for the commercial success of the company.



The company is entering an exciting phase, where, having operated for seven years without an office base, we have recently taken office and gallery space in agreement with Tees Valley Arts at The Palace Hub in Redcar. We are now keen to consolidate a core team and to build year round activity in the Tees Valley. This is a new role and will be based in a the office at Palace Hub.

Key Areas

Strategic Direction

- Work closely with the CD to set the strategic direction of the organisation and jointly lead on the long term vision and business planning.
- Attend relevant conferences, meetings and performances, expand and maintain FOT's contacts and networks, and represent FOT locally, nationally and internationally.

Organisational Management and Operations

- Line manage the Head of Operations to ensure that FOT fulfills all legal and statutory obligations, and remains fully accessible (to include Public Liability, Licensing, Health and Safety, Fire, Entertainment).
- Develop and maintain relationships with the Local Authority, education establishments and other organisations
- Oversee relationship with Tees Valley Arts in the operation of the subcontract for Palace Hub
- Work with the Creative Director to have oversight of all HR recruitment and employment practices, overseeing disciplinary and grievance procedures as required
- Oversee the negotiation and contracting of commissions and co-commissions, co-production agreements, curation agreements, and any other partnership agreements.
- Oversee the contracts of all contractors including staff, artists, creative teams, performers, participants and other production members in line with good practice.
- Develop and maintain all organisational policies and procedures, including procedures for volunteers, interns and participation.
- Oversee insurance arrangements .

Finance

- Lead the financial management of FOT to initiate, maintain and ensure adherence to approved budgets and maintain ongoing financial sustainability
- Set realistic income targets and financial milestones
- Oversee the work of the Finance officer in the preparation of management accounts, cash-flow reports, financial risk analysis, annual accounts, financial systems and other reports as necessary (including reporting to funding agencies)
- Oversee any procurement, contracting and tendering processes.
- Oversee compliance with UK legislation e.g. PAYE, UK withholding tax, VAT, theatre tax relief and companies/charity legislation, foreign entertainment unit

Development and Fundraising

- Provide effective strategies for individual, corporate and trust and foundation giving and sponsorship.
- Set achievable fundraising targets and oversee a plan of activity to achieve these targets
- Actively contribute with CD to securing income via grant applications, trusts and foundations, sponsorships etc.



- Lead the relationships with Festival Fundraising Forum

Partnerships and Stakeholders

- Ensure the delivery, monitoring and reporting of funding and partnership agreements, including those with Arts Council England
- Work closely with the Creative Director to secure strategic partnerships
- Where appropriate seek commercial opportunities and partnerships for FOT

Governance

- Ensure the Board is provided with sufficient information to undertake their responsibilities.
- Work in tandem with the Finance officer to provide the Board with quarterly management accounts and all other fiscal information as required
- Attend Board meetings and relevant committee meetings and act as the Company Secretary
- Ensure compliance with all relevant legislation relating to Employment, Equality, Diversity, Environmental, Health and Safety and Children and Adults at Risk Safeguarding matters and lead on the resolution of any issues arising.

Information Technology

- Together with the Head of Marketing ensure effective support for IT projects across the organisation, including systems development and those that support internal and external communication with staff and members, such as the website, internal email, phones and communication systems including new database initiatives.
- Overall responsibility for organisational General Data Protection Regulation (GDPR)

You will need to be in sympathy with the ethos and values of the Festival of Thrift. This job description is not an exhaustive list of duties but it is intended to give a general identification of the range of work undertaken and will vary in detail in light of changing demands and priorities within the Festival. Substantive changes in the range of work undertaken will be carried out in consultation with the jobholder.



Person Specification Executive Director

Qualifications

Essential	Desirable	Tested by
Evidence of commitment to continuous professional/personal development	Maths O Level/GCSE	Application

Experience

Essential	Desirable	Tested by
<p>Experience of developing fundraising plans and securing sponsorship</p> <p>Experience in arts events or venue management</p> <p>Excellent understanding of using Facebook, Twitter, Website administration, Microsoft Word, PowerPoint, Excel and Access Database.</p> <p>Ability to multi-task</p> <p>Excellent interpersonal and written communication skills.</p> <p>Experience of Sage or equivalent accounting system</p>	Understanding of project aims	Application / Interview

Skills/Knowledge

Essential	Desirable	Tested by
<p>Understands and can input safely Data base and to Financial logs.</p> <p>Able to set up and review systems and processes relevant to the size and scale of the task/organisation.</p> <p>Able to produce high quality written and visual information in a variety of formats.</p> <p>Ability to work within deadlines and time constraints.</p> <p>Understanding of Health and Safety Compliance.</p> <p>General understanding of HR and employment law.</p> <p>General understanding of Data Protection Principles and law.</p> <p>Excellent use of Microsoft Word and Excel.</p>	<p>Understanding of Health and Social Care policy.</p> <p>Understanding Health and Safety Risk Assessments and recommend safe systems of work.</p> <p>Able to produce brief reports and presentations.</p> <p>Able to create/ input ideas to new systems to gather statistical data.</p>	Application / Interview

Personal Qualities

Essential	Desirable	Tested by
<p>Positive and solution focussed.</p> <p>Structured and diligent personality.</p> <p>Can demonstrate attention to detail, initiative and reliability.</p> <p>Enjoys organising, planning and delivering work.</p> <p>Helpful and supportive person who enjoys meeting new people and helping others.</p> <p>Able to present well and act professionally.</p> <p>Able to inspire and motivate stakeholders and staff.</p> <p>Commitment to sustainability in all aspects of work</p>	<p>Enthusiastic about Festival of Thrift aims</p> <p>Able to work flexibly.</p>	Application /Interview

The Job description is an outline and may be subject to change as the organisation develops.