

**FESTIVAL OF THRIFT**  
**CELEBRATING**  
**SUSTAINABILITY**  
**SINCE 2012**



**EXECUTIVE DIRECTOR**  
**APPLICATION PACK**  
**MARCH 2024**

# Introduction

Dear Applicant,

We are delighted that you are considering the role of Executive Director at Festival of Thrift.

Having joined the National Portfolio of Organisations funded by Arts Council in 2023, Festival of Thrift is in the process of transitioning from a successful annual festival celebrating sustainable living each September, to a vibrant and multi-faceted arts & sustainability organisation.

We now operate from a public facing community hub on 9 Silver Street, Stockton-on-Tees with a year-round programme of projects & events, impacting positively on people's lives across the Tees Valley and wider area.

This year, we are launching 'The Institute of Thrifty Ideas', a brand-new production strand exploring topics around nature, climate and the environment.

We are seeking an Executive Director to take a key role in the leadership and management of Festival of Thrift, overseeing the company's commercial and strategic success and governance, while expanding the exciting portfolio of work.

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.

We want to encourage a broad selection of candidates from diverse backgrounds. We have outlined the responsibilities and desired qualities of candidates in this pack; however, we are also willing to consider candidates who align with our vision, and our need for strong commercial and governance skills, but may not yet meet all the other requirements. If you are in any doubt, please feel free to contact us for an informal discussion before applying.

*Tanya Steinhauser + Dominic Somers*

**(Co- Creative Directors, Festival of Thrift)**







Since 2012, Festival of Thrift has led the national festival of sustainable living, attracting up to 50,000 people in September each year. The festival is peripatetic, starting out in Darlington, then moving to Redcar & Cleveland, and now taking place in Billingham,

Our aims are to:

- Promote the concept of sustainable living and be a voice for sustainable issues, globally and locally.
- Build a unique, distinctive, fun, and sustainable nationally important festival and new creative products, drawing positive media attention to Billingham, Stockton on Tees & the wider Tees Valley region and raising the organisation's profile, visibility, and reach locally, regionally, and nationally.
- Share the skills of artists, organisations, 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 to the area.
- Contribute to community cohesion through wide engagement in our year-round programme and projects, volunteering, and participation, and support communities to imagine a hopeful climate future.
- Celebrate heritage and place, contributing to the future prosperity of communities, places, business, and industry.

We are supported by Stockton-on-Tees Council and receive further investment from the Tees Valley Combined Authority. We work in partnership with our funders and investors to deliver our successful annual festival, while also developing new opportunities for the organisation.

We also work in partnership with national festivals and arts organisations and are a Without Walls touring network partner, and actively contribute to a number of national sustainable arts networks.

We are driven by our aim to inspire and empower more people and communities to imagine and live a hopeful climate future.

We will continue to deliver and grow positive cultural activity that helps to regenerate places, enhance lives, and connect communities through shared experiences.



At Festival of Thrift, we care about people, places, and the planet.

Our values and how we work:

- **Sustainability:** celebrating creative ways to live more sustainably & to look after the planet underpins all our work.
- **Togetherness:** we believe that effective social action comes from communities connecting towards a common goal.
- **Integrity:** we seek to lead by example, to show rather than tell and to inspire a hopeful climate future.
- **Creativity:** we believe that making helps us imagining a better future together.
- **Celebration:** we believe in the power of play & the uniting effect of joy.
- **Place Making:** be a catalyst for generating pride in place and contribute to regeneration through meaningful cultural interventions.
- **Equality & Equity:** offering equal opportunities for all, making sure everyone is treated the same, regardless of their characteristics while acknowledging and making adjustments to imbalances.

You can find out more from the following links

[Listen to our podcasts](#)

[Watch our films](#)

[Read our annual reports](#)



## Working with Festival of Thrift:

We are currently a small and dedicated team of 2 full-time and 6 part-time members of staff, supported by a team of freelance workers (see page 13 for an organogram).

- Working with Festival of Thrift you can expect:
- A structured induction programme.
- An annual performance review with the chair of our Board.
- Annual leave and sick pay, in line with the terms of your contract.
- Salary payments direct to your bank account on 25th of each month
- Membership of our pension scheme.
- Training and development opportunities to advance your skills and keep abreast of developments in the wider outdoor arts sector and with sustainability practices.
- Weekly staff check-ins and a monthly staff meeting, followed by a shared lunch.
- Working in our new public facing base & offices (public transport connections and parking available).
- A hybrid working model.



## The Role

### Terms & Conditions

Salary	Full-time equivalent of £44,000 per annum (application to the role on a part time basis will be considered).
Pension:	Where eligible, auto-enrolment in company pension scheme. Employer contribution is 5% matched funding.
Period of contract:	This post is offered on a permanent contract basis.
Hours of work:	5 days (37.5 hours) per week including occasional evening and weekend work as required (no overtime is payable, but time off in lieu is offered instead)
Annual Leave	28 days, including UK Bank Holidays with additional short paid leave for a Christmas office closure.
Notice period	3 months
Location	We operate on a hybrid working model, but our base is located at 9 Silver Street, Stockton-on-Tees. We are very open to discuss hybrid working models.
Right to work	The candidate must have the right to work in the UK to take up this role.

### Main purpose of the job:

We are seeking an Executive Director to take a key role in the leadership and management of Festival of Thrift, overseeing the company's commercial success and governance, while expanding the exciting portfolio of work.

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 Role In Detail:**

### **Selection Criteria**

#### **Strategic Directive**

- Work collaboratively with the Board, Co-Creative Directors and staff to set and implement the strategic direction of the organisation and the long-term vision, business planning, and manage change.
- Ensure any required reporting to Arts Council England, Stockton Borough Council, Tees Valley Combined Authority, and other key funders is maintained.
- Lead on the day-to-day management of the organisation and staff to ensure the organisation is in a position to deliver its strategic plan.

#### **Development and Fundraising**

- Develop effective strategies for individual, corporate and trust & foundation giving and sponsorship.
- Set achievable fundraising targets and oversee a plan of activity to achieve these targets.
- Work with the Co-Creative Directors to secure income via grant applications, trusts and foundations, sponsorships etc.
- Alongside the Co-Creative Directors, maintain positive relationships with major funders including Arts Council England, Stockton Borough Council & Tees Valley Combined Authority.

#### **Partnerships and Stakeholders**

- Develop novel commercial opportunities and partnerships for FOT and lead the development of a strategy to leverage data to support commercial partnership, audience development, and grant funding applications.
- Ensure the delivery, monitoring and reporting of funding and partnership agreements, including those with Arts Council England.
- Work closely with the Co-Creative Directors to secure and develop strategic partnerships.

#### **Organisational Management and Operations**

- Develop and maintain relationships with the Local Authority, main funders, potential sponsors, and currently (i.e. local and national arts organisations, such as the Urban Sustainability Arts Network) and future partners (i.e. commercial sponsors and academic institutions).
- Oversee contracting for all contractors including staff, artists, creative teams, performers, and other production members, in line with best practice.
- Develop and maintain all organisational policies and procedures, including procedures for volunteers, interns, and participation.
- Project manage and oversee the work of the external Production Team to ensure that FOT fulfils all legal and statutory obligations in relation to its annual festival, considering sustainability and access at all times (to include Public Liability, Licensing, Health and Safety, Fire and Entertainment).
- Manage operations of our office at 9 Silver Street.
- Manage administrative and building related matters, including insurance renewals, utility contracts, IT, and tenders.
- Assume responsibility for Health & Safety.
- Oversee insurance arrangements.

## **Finance**

- Lead the financial planning and management of FOT to initiate, maintain and ensure adherence to approved budgets and maintain ongoing financial sustainability.
- Set realistic income targets and financial milestones.
- Prepare 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. employment, tax, and other relevant companies/charity legislation.
- Manage payroll and pensions.
- Oversee risk management, maintaining the risk register and being aware of dynamic changes to our exposure to risk.

## **HR**

- Working with the Co-Creative Directors to ensure that staff, freelancers and contractors in the organisation are effectively managed and supported and that policies and procedures are maintained to ensure inclusive, consistent, and fair treatment.
- Create a supportive environment where diverse talent can thrive, and everyone can give their best.
- Ensure company policies are monitored appropriately and where reviews of policies for Board approval are necessary, ensure they are undertaken in a timely fashion.
- Manage the recruitment of staff and trustees.
- Manage the induction of new staff members & trustees, creating necessary offer letters, contracts, induction packs and updating records where appropriate.
- Manage online HR management system (excel) for holiday, sick leave, and staff records.

## **Governance**

- Ensure the Board is provided with sufficient information to undertake their responsibilities.
- Oversee the production of Board papers and 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.
- Advise the Chair and Board on governance matters and any key issues arising.

## **Communications and Advocacy**

- With the Co-Creative Directors, be a public advocate for the organisation, and develop and maintain relationships with key stakeholders across local, regional, and national partnerships.

## **Information Technology**

- Together with the Marketing & Communications Manager, ensure effective support for IT projects across the organisation, including systems development supporting 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).

## **General Duties**

- Attend relevant conferences, meetings, and events. Expand and maintain FOT contacts and networks. Connect and represent FOT locally, nationally and internationally.
- Promote the activities, products and values of Festival of Thrift.

You will need to be aligned 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 light of changing demands and priorities within the organisation. Substantive changes in the range of work undertaken will be carried out in consultation with the jobholder.



## Person Specification Executive Director

### Qualifications

Essential	Desirable
<p>Degree in relevant subject, or equivalent working experience.</p> <p>Evidence of commitment to continuous professional/personal development.</p>	

### Experience

Essential	Desirable
<p>Demonstrable experience of successful leadership in a senior strategic role in the arts, creative industries, or allied sectors (i.e. sustainability) in an organisation of comparable scale.</p> <p>Experience of developing fundraising plans, partnership development and/or securing sponsorship.</p> <p>Experience of managing and operating significant annual budgets and financial systems, as well as running appropriate monitoring and control mechanisms.</p> <p>Experience of balancing growth with sound financial management.</p> <p>Excellent computer literacy with experience of using software that supports the smooth operation of organisations.</p> <p>Excellent interpersonal and written communication skills.</p>	<p>Leading or senior management role in an NPO.</p> <p>Knowledge of relevant applicable commercial, taxation, health and safety, data protection, and equity legislation.</p> <p>Experience of working in the arts or creative industries or sustainability sector.</p> <p>Working knowledge of the national arts infrastructure &amp; scene.</p> <p>Knowledge of the major social, financial, and environmental issues facing a publicly funded organisation.</p> <p>Experience of delivering impact with a small team.</p> <p>Experience of working with a Board of Trustees.</p>

## Skills/Knowledge

Essential	Desirable
<p data-bbox="108 344 770 427">Able to assess systems and processes to support the function of the organisation.</p> <p data-bbox="108 490 762 573">Able to produce high quality written and visual information in a variety of formats.</p> <p data-bbox="169 636 707 719">Able to work within deadlines and time constraints.</p>	<p data-bbox="874 490 1477 573">Experience in conducting or overseeing risk assessments and safe systems of work.</p>

## Personal Qualities

Essential	Desirable
<p data-bbox="121 1144 756 1323">A willingness to promote the organisation's mission, vision and value with a demonstrable interest and commitment, in particular to sustainability.</p> <p data-bbox="97 1386 778 1469">A genuine commitment to equality, diversity, and inclusion.</p> <p data-bbox="236 1532 639 1568">Positive and solution focused.</p> <p data-bbox="108 1630 767 1713">Ability to inspire and motivate stakeholders and staff.</p> <p data-bbox="137 1776 738 1812">Attention to detail, initiative, and reliability.</p> <p data-bbox="161 1874 719 1957">Strong networking empathy skills, with a commitment to support others develop.</p>	

This job description is an outline and may be subject to change as the organisation develops.



## Opportunities to find out more

If you are interested in applying and would like to have an informal chat about the role and Festival of Thrift, please email [tanya@festivalofthrift.co.uk](mailto:tanya@festivalofthrift.co.uk) to arrange a conversation with the subject 'Executive Director'.

You can find out more information about Festival of Thrift and our activities on our website: <https://www.festivalofthrift.co.uk/>

### How to apply

There are three ways you can apply.

- A letter of up to 2 pages
- An audio recording of up to 8 minutes (MP3 file) or
- A video application of up to 8 minutes (MP4) using WeTransfer

When applying, please tell us why you are interested in the role of Executive Director and describe how your skills and experience would help you to undertake the key requirements outlined in the job description.

Please draw on personal and voluntary experiences if relevant as well as work experience. Once completed, please include your CV and send your application to [info@festivalofthrift.co.uk](mailto:info@festivalofthrift.co.uk) by Thursday 18 April, 9am.

Please note that completion of the Diversity & Equality Monitoring form is mandatory for all applications.

If you would like a version of any of the application material in an alternative format (e.g. large text), please do not hesitate to contact us and we will do all that we can to support your application.

## **Timescales**

The deadline for applications is Thursday 18 April, 9am. We will acknowledge safe receipt of your application by email.

We will be in touch with people selected for interview by close of business Friday 19 April. If we haven't been in touch by this date, it is likely that you have not been selected for interview. Unfortunately we will not be able to provide feedback to candidates who are not successful.

Interviews will be held from Wednesday 24 April, ideally in person but alternatively on Zoom – please let us know when you send your application if you would not be able to attend an interview on this day.

## **Selection Process**

### **Shortlisting**

Once the application deadline has passed all applications will be read by a recruitment panel consisting of the Co-Creative Directors, Board Trustees and a key external partner.

Applications are considered alongside the role profile, with those that demonstrate the best fit in terms of skills, experience, and motivations for applying being selected for interview.

The representation across our current core team and Board is strongly female. With some representation from the Global Majority, and LGBTQIA+, lower socio-economic background and disabled representation.

We are committed to further building representation across our team and board and ensuring we represent the diversity of Tees Valley. We particularly welcome applications for this role from people who are currently underrepresented within the UK arts sector including those from lower socioeconomic backgrounds, people from the Global Majority, and disabled and neurodivergent people.

The nature of the work undertaken means that the successful applicant will require a basic DBS check.

### **Interviews**

Interviews will be held preferably in person at our base on 9 Silver Street in Stockton-on-Tees. Zoom interviews can be arranged if necessary. You will be given details in advance, including the areas that will be covered in the interview.

Interviews will take approximately one hour. The purpose of the interview is for us to get to know you and to see if you would be a good fit for the job.

Equally, it is an opportunity for you to get to know us, learn more about Festival of Thrift and to see if you would like to work with us.

### **Informing you of our decision**

We aim to let you know the outcome of the process by email as soon as possible after the interview and no later than within one week.

# FESTIVAL OF THRIFT

## Festival of Thrift Staffing Structure

Co Creative Directors x2 and Executive Director x1

Marketing Manager  
Marketing Assistant

Finance & Admin Assistant

Creative Projects Producer  
Creative Sustainability Producer

To view our full list of staff members, visit our website [here](#).



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