

Job Opportunity—Director (job share)

Salary:	£29,500 - £38,000 per annum (pro rata)
Working Hours:	Job-share, 28 hours per week (4 days)
Location:	Chapel FM Arts Centre, Seacroft, East Leeds
Closing Date:	1st October 2018
Interview Date:	8th October 2018

If you are interested in applying for the post, please review all the information in this document and complete the application form on pages 8-11. Then email your application, together with a full cv, to arrive by 10am on Monday 1st October 2018.

Heads Together Productions and Chapel FM Arts Centre

Heads Together aims to use the arts to inspire a creative vision in individuals and communities. The Company¹ has been delivering community arts across Yorkshire and beyond for over thirty years – and is committed to using creative means to achieve social action and change: **creativity with purpose**.

Working in the heart of the East Leeds community since 1998, Heads Together is regarded as one of the regions leading participatory arts organisations, using creative activism to develop a community that has pride, vision and hope for the future.

Our East Leeds FM community radio project started in 2003 with a group of teenagers from John Smeaton School. It has been remarkably successful, encompassing a broad range of creative arts work including live music, spoken word and community journalism. In October 2014 we launched Chapel FM—the first-ever dedicated arts venue in East Leeds. We were able to save an old chapel in Seacroft and create something quite remarkable—a beautiful new arts centre which combines state-of-the-art studios with a beautiful radio theatre complete with raked pews, restored pipe organ and specially commissioned stained glass windows.

In the first 3 years of operations, 38,000 people visited Chapel FM; over half of them to participate in one of our training opportunities. We still have a commitment to working with young people, particularly teenagers, but our offer now extends to all ages and across a very broad range of art-forms. We see Chapel FM as both a beacon of socially-engaged community arts work within East Leeds as well as being a unique destination arts venue.

¹ For an introduction to HeadsTogether Productions, annual report, finance details and all current policies, go to www.chapelfm.co.uk/about/our-organisation/



Future Plans

Further developing Chapel FM Arts Centre is now Heads Together's main priority. We are about to embark on a capital development project—purchasing and redeveloping the building adjacent to Chapel FM. The redevelopment will allow us to extend our offer to meet the demand in the local community.

In May 2018, OFCOM awarded a full-time FM Community Radio licence to Chapel FM. We have two years in which to prepare for broadcasting full-time, making sure we have the resources, facilities and ideas in place to present an exciting offer for the residents and volunteers of East Leeds.

UNION—A new initiative

The Paul Hamlyn Foundation has awarded Heads Together an Explore and Test grant to develop and coordinate UNION: an industry-based coaching programme for community artists and social activists across the north of England. Current Heads Together Director, Adrian Sinclair, will now commit half of his work time (two days a week) to lead the UNION initiative outside of Chapel FM.

The new role

Following a request from Adrian, the Heads Together Board have agreed to appoint a job-share Director to work alongside Adrian and be jointly responsible for developing, leading and managing Heads Together.

This is a real opportunity for a dynamic individual to play a key role in the future success of Heads Together and Chapel FM. The post-holder will primarily be jointly responsible for management, programming, finances, marketing and strategies, with particular responsibility for running Chapel FM Arts Centre (*see job description*).

We are looking for someone:

- who can make sense of these dual roles in developing a successful venue and a catalyst for community development locally.
- is an inspirational leader who has a clear understanding of the political and social context in which we work.
- has a good understanding, knowledge and ideally experience of managing a team and running a building.

We are happy to consider transferable skills from other creative, educational, community development or other backgrounds, but we would expect you to be able to demonstrate a real passion for community arts and community development, as well as an excitement and interest in moving Chapel FM forward. You will share the company's core values and vision, whilst being open to new ways of working.

If you would like to discuss the role in advance of making an application then please contact us at info@headstogether.org and one of our team will get back to you.



JOB DESCRIPTION

1. Job Title Director

2. Job Purpose To develop, lead & manage Heads Together Productions

3. Organisational Position

The Director is responsible directly to the Board of Heads Together Productions and is responsible for managing all workers and volunteers and overseeing the work of the participation workers, as coordinated by the Participation Manager.

4. Key Results Areas

- a. **Management:** To be responsible for management of staff, freelance workers and volunteers involved in running the venue.
- b. **Systems and Strategies:** To develop strategies and oversee systems that ensure the Centre operates effectively, and is well used by the local community and others.
- c. **Programming:** To develop a programme of activities and events at the Centre and in the community working in partnership with other groups and organisations.
- d. **Finance:** To ensure that the Heads Together operates within the budgets available and to work to access additional financial support.
- e. **Marketing:** To oversee an effective publicity and marketing strategy for the company.
- f. **Monitoring:** To oversee effective monitoring and evaluation systems in order to improve the effectiveness of the organisation.
- g. **Communication:** To represent the Company through meetings, conferences, writing or other means in order to best communicate the ethos of Heads Together.

5. Main Tasks

- a. To ensure that the organisation is outward-facing; developing partnership programmes and outreach opportunities within the local community and beyond; and developing new ideas to extend the reach and the effectiveness of the organisation.
- b. Meet with partners and potential partners in order to define the various programmes of work, recruit and manage the teams to carry out the work. To maintain and enhance those partnerships and contractual agreements with external organisations, trainers, artists and performers
- c. To be responsible for developing effective systems for the operation of Heads Together and to ensure that Chapel FM as an accessible welcoming, active environment for those coming to it.
- d. To plan for the effective delivery of the programme of performances, broadcasts and training activities at Chapel FM; ensuring the right staff, volunteers, equipment, participants, audience, booking systems, policies etc are in place.
- e. Ongoing management of staff, freelancers, volunteers etc including periodic appraisals as well as staff and volunteer development.



- f. Oversee the financial management of the organisation including budgeting and financial control as well as working to secure future funding for the operation and activities of Heads Together and Chapel FM.
- g. Develop and oversee a fundraising strategy, which takes advantage of funding opportunities and innovative strategies to diversify income streams
- h. To develop processes for effectively monitoring and evaluating the work done by Heads Together, and report, with the Fundraiser and Participation Manager, to the Board, funding bodies etc.
- i. Develop ways of working with staff, the wider delivery team, the Board, volunteers and participants to jointly define the future direction of Heads Together and Chapel FM and seek to implement that.
- j. Oversee safeguarding processes for young people and vulnerable adults.
- k. To ensure that Chapel FM is well maintained and operated and to develop training for the various staff and volunteers to be able to effectively and safely use the Centre. To have specific responsibilities for health and safety and security for the building.
- l. To oversee all aspects of marketing and publicity for the company including maintaining and enhancing the web presence and social media for community radio station ELFM and Chapel FM.

6. In Addition

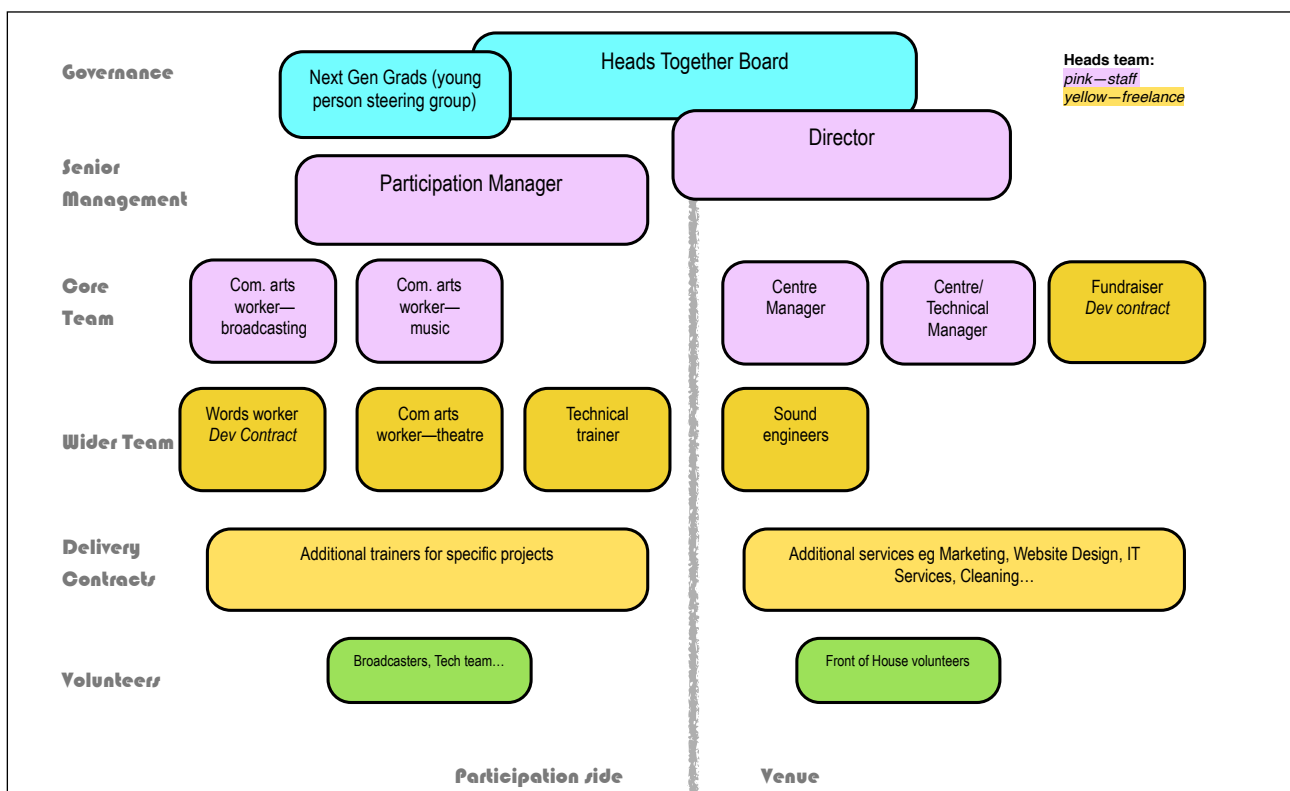
All Heads Together staff are expected to:

- a. Meet with the Heads Together team on a regular basis to discuss progress and plan future tasks, workload and training needs.
- b. Take part in all reflective processes including completing reflective journals for all aspects of their work.
- c. Actively inform and promote the work of Heads Together to external partners/ collaborators.
- d. Operate safely in the workplace, observing Health and Safety Regulations.
- e. Observe organisational practices regarding Equal Opportunities, Safeguarding, Codes of Conduct, and staff development.
- f. Attend relevant training as required and develop an individual learning plan as part of the Heads Together appraisal process.
- g. Undertake such other duties as appropriate to the post as may be required from time to time.



7. Job Details

- The salary for this post will be on a scale of £29,500 to £38,000.² The starting salary will depend on the successful candidates skills and previous experience.
- This post is offered as a job share at 28 hours per week (4 days), with the current Director, Adrian Sinclair also working 28 hours per week (with two of his days seconded to working on the UNION project). It is a permanent contract and the exact days of work are to be agreed with the successful candidate. The job will include some evening and weekend work. There is no provision for overtime payments, although time in lieu may be taken as per the Company guidelines.
- Heads Together Productions operates a Workplace pension scheme through NEST and guarantees the minimum legal employer contributions.
- Employees are entitled to 25 days annual leave plus statutory days, as well as an additional day off for their birthday. All leave is given pro rata.
- As this post involves working alongside young people and vulnerable adults, the appointment will be subject to obtaining full references and a DBS check.
- Heads Together is a not-for-profit company limited by guarantee.
- The Heads Together wider team will compromise 7 core staff who work with a range of associate freelancers and contracted service providers. The work is split between venue and participation roles (see diagram below) and all members of the extended team are invited to be involved in development discussions.



² Heads Together Productions has a Company policy whereby the highest paid member of staff will not earn more than twice as much as the lowest paid.



Competencies needed by Director

General requirements for someone working in this rôle for Heads Together³

CREATIVE PRACTICE

- **Leads** the organisation with energy and vision that **inspires others**.
 - Identifies strategic opportunities for **innovation** and leads the organisation to develop new approaches.
 - Encourages creative **risk taking** within the organisation and models, using both success and failure, ways of building success.
 - Promotes an organisational environment that encourages flexibility, imagination and **resourcefulness** and develops strategies that can adapt to changing circumstances, whilst retaining **creative and visionary integrity**.
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RELATIONSHIP BUILDING

- Proactively identifies and deliberately develops **strategically** important external relationships.
 - Actively promotes a **collaborative** environment, both within the organisation and in working with external clients and organisations.
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PERSONAL ATTRIBUTES

- Does not give up on the sector, relationship or project where there is a strategic opportunity. Demonstrates **tenacity** in the face of challenging circumstances.
 - Promotes an organisational culture of achieving and exceeding project goals. Shows professional standards and **commitment**.
 - will be able to show **advocacy**; articulating the vision and values of the work to existing and potential partners.
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THINKING

- Will be confident to set organisational strategy over a mid-term period and detailed annual **forward planning** of activities, projects or strategies.
 - **knowledge management**—can demonstrate in-depth knowledge and understanding, regarding all aspects of the work and across all of the organisation's activities.
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³ This document has been prepared with reference to the work done by the Consortium for Participatory Arts Learning in the North West



PRACTICAL CONSIDERATIONS

- If you would like to find out more about Heads Together and Chapel FM, have a look at the [About Us](#) section of the Chapel FM website and please note our current Theory of Change which is set out there in full.
- There is a practical reason why we are offering this post as a job share but we do believe as a company that offering flexible working opportunities is a positive way of encouraging and retaining a diverse workforce. For further information on best practice in job-sharing, there are a range of materials available, but we would recommend the Civil Service document [Guide to Job Sharing](#)
- The Director role includes some evening and weekend work and work that will specifically take place during school holidays to encourage involvement of school-age participants and volunteers.
- Heads Together is an equal opportunities employer and we encourage applications from all individuals regardless of age, disability, race, gender, caring responsibilities, sexual orientation, religion or belief.
- Ideally we are looking for a Director to start work at the beginning of December 2018.

HOW TO APPLY

- **On the following four pages there is a simple application form.** It has been created as an interactive PDF so you should be able to fill it in and then send it to us as a pdf. If you do have any problems with the form, then do feel free to recreate it (although we would ask you to send a final version as a PDF—that means no problems with system fonts etc). **Please consider how your knowledge, skills, experience and qualities meet the Competencies listed as well as the Job Description. We are not forcing a strict word-count on each answer, but please don't write much more than the space allows...**
- **We would also like you to send us a full cv** (again in pdf format).
- **Please send both application form and cv to info@headstogether.org to arrive before 10am on Monday 1st October 2018.**
- Interviews for shortlisted candidates will take place on Wednesday 8th October at Chapel FM



To apply for the post of **Centre Director (job share)** at Chapel FM, please complete the following application form and submit your cv. Both documents to arrive (in pdf format) by 10am on Monday 1st Oct 2018. Email to info@headstogether.org

About You

First Name Surname

Address

Post code

Email Phone number

If you are shortlisted please confirm that you can attend interviews on Wednesday 8th October?:

If you are short-listed, we would like to ask a few simple questions to two people who can provide a reference for you before interview. Can you give details of two referees below:

Referee 1

First Name Surname

Role/Job Title

How do you know them?

Email Phone number

Referee 2

First Name Surname

Role/Job Title

How do you know them?

Email Phone number



1. **Outline details of any training** (with or without formal qualifications) **or other forms of professional development that you have undertaken which you think are relevant to the Centre Director post.** *For each qualification or element of training, please give us some detail of the skills that you gained—don't assume we will know!*



2. **Give details of any work (paid or unpaid) that you have undertaken which you think are relevant to the post.** Give us some detail of your responsibilities for each post.



3. With reference to the list of competencies and the job description, give us any additional information you think will enhance your application.

