

Position: Director, Span Arts

Dear Applicant

Please find enclosed the **full job description and application guidance notes** for the above position. Please fill out the separate Span Arts Director Job Application Form to complete your application.

The pack includes:

1. Span Arts profile
2. Job Description including Person Specification
3. Guidance Notes for Applicants

Closing date for receipt of applications is 9am **on Monday 13th September**. We regret that applications received after that time cannot be considered. Please do not send a CV.

Shortlisted candidates will be contacted by phone or email. Interviews will take place on **Tuesday 21st September**.

While we will work to accommodate every applicant, please do your best to ensure your availability for this date.

We hope this pack will help with any questions you might have about the application process. However, if you need further information, please call us on 01834 869323.

Thank you for your interest in Span Arts and we look forward to receiving your application.

Best wishes,
Span Arts Trustees

How to submit:

Please submit applications by 9am on the closing date to **marketing@span-arts.org.uk**. We encourage you to send your applications by email. Please refer to the guidelines in this pack before applying.

By email: **marketing@span-arts.org.uk**

By post: Please mark your envelope –‘Private - Recruitment’

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Organisation Profile:

Span Arts

Art as Social Change in Rural Wales
/ Celf fel Newid Cymdeithasol yng Nghymru Wledig

Span Arts is a community arts charity, based in Narberth, with a 30 year history of making a significant contribution to the arts in Pembrokeshire. We deliver a high quality and diverse range of music, theatre, comedy and voice events, alongside a wide range of arts and wellbeing projects to an area where people otherwise do not have access to the arts.

Span Arts delivers community arts across Pembrokeshire to capitalise on the transformative power of the arts to create social change in West Wales. We work with volunteers, artists, performers and producers to create projects and experiences that enrich the lives of people living in rural areas, improve health and wellbeing, reduce loneliness and isolation, combat barriers to accessing services, tackle the impact of second home ownership and contribute to the digital inclusion agenda in Wales.

We are ambitious for the arts in Pembrokeshire to inspire & connect rural people, places and communities creatively and seek to challenge perceptions of what rural communities are capable of and what they can achieve when they work together.

Strategic Aims:

- Energise a healthier and happier society in Pembrokeshire
- Bring communities together to enjoy collective shared creative experiences
- Reduce barriers to attendance in the arts and innovation for rural audiences

What does Span Arts do?

Span Arts engages rural communities in meaningful community arts experiences across Pembrokeshire for both Welsh and English-speaking communities, by providing:

- a diverse range of high-quality live music, theatre, comedy & arts-based activities
- an ambitious/vibrant programme of community arts and health engagement
- a vital and well established volunteer programme

What difference does Span Arts make?

- reduces rural isolation, loneliness and deprivation
- boosts health and well-being
- nurtures local and emerging talent
- offers content for Welsh-language audiences
- helps build more connected and resilient rural communities

Management

Span Arts is managed by a paid Director with strategic support from a Trustee Board of volunteers drawn from the local community.

Current employees are: Finance Manager, Digital Marketing and Design Assistant, Events Programmer and freelance Project Staff

JOB DESCRIPTION

Job title Span Arts Director

Responsible to Span Arts Trustee Board

Responsible for Staff and volunteer team

Location Narberth

Salary Salary from £26,000 to £30,000 FT, dependent on experience, future incremental increases dependent on performance

Hours Part time 25 hours per week

Some evening & weekend work will be required

Annual leave 5.6 weeks pro rata including Bank Holidays

This position is responsible for the development, planning and operation of Span Arts. It is a key strategic role in the organisation.

Span Arts is committed to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work.

Main Purpose of Post

To provide vision, leadership and management for the day to day running of Span Arts; ensure the organisation's sustainability; maintain and develop the quality and diversity of its projects and programming; assure the strong marketplace position of the organisation.

Duties and Responsibilities

Planning and Strategic Development

In conjunction with the Trustees:

- To produce three year strategic and annual operational business plans.
- To devise and regularly review policies, strategies and long-term plans for the organisation.
- Maintain and develop the Span Arts premises and maximise its potential.
- To keep up to date with current national arts policy and trends.

Projects and Programming

- To plan and develop community projects and activities in line with Span Arts' vision with the aim of inspiring and connecting rural people, places and communities creatively and in line with our mission statement of Arts as Social Change in Rural Wales.
- To plan, develop, and manage a comprehensive, varied and vibrant programme of arts events, both live and digital, ensuring funders' targets are met and all events are delivered cost effectively.
- To develop effective relationships with all relevant stakeholders, including funders, partner agencies, other venues and promoters, liaising closely with others to ensure maximum participant engagement, audience numbers and programme viability.

Marketing and Audience Development

- To develop and implement a marketing strategy that maximises audience and participant numbers for events and projects.
- Manage Span Arts publicity and PR, including online presence e.g. website, social media, ticketing system.
- Strengthen Span Arts' marketplace position through increasing brand awareness.
- Expand the membership and Friends of Span Arts, ensuring communication channels are always open and members kept informed; cultivate sponsors and donors.

Financial Management

- To take overall responsibility for financial management of the organisation, including presenting an annual budget and financial projections to Trustee Board and managing organisational and project budgets.
- To work closely with the Finance Manager to ensure all financial recording is accurate and up to date.
- To oversee production and presentation of agreed financial reports, events reports, quarterly management accounts and end of year accounts to the Trustee Board.

Funding, Fundraising and Grant Applications

- To research, prepare and submit funding submissions for core and project activities.
- To ensure that all funding and funders' requirements are met.
- To co-ordinate the work of staff and volunteers over fundraising efforts and events.

Staff and Volunteer Management

- Ensure all staff are line managed effectively including regular supervision and annual appraisals and address personnel issues promptly and effectively
- To ensure that all relevant policies including health and safety, equal opportunities, disciplinary and grievance, volunteer policy etc. are implemented and regularly reviewed.
- To take overall responsibility to ensure the effective recruitment and management of volunteers

Governance

- To service the Trustee Board, prepare and present reports as required.
- To keep the Trustee Board regularly apprised of issues which could affect the long-term sustainability of Span Arts and informed of new opportunities for growth.
- To ensure all relevant insurances are in place and current.
- To ensure full compliance with all statutory corporate and charity legal requirements.

Other

- To represent Span Arts' interests in the public sphere, including speaking and giving presentations at the AGM, networking and other internal and external events.
- To undertake any other tasks as reasonably requested by Span Arts Trustees.

PERSON SPECIFICATION

Essential Skills, Experience and Attributes

1. A demonstrable passion for and commitment to the arts and in particular community arts.
2. Entrepreneurial, creative thinker who finds solutions
3. A demonstrable ability to lead an organisation, and motivate, develop and manage people
4. A demonstrable understanding of the importance of budgetary and financial management and experience of managing budgets
5. A demonstrable ability to initiate and develop new projects, strategies and ways of working.
6. Experience and understanding of the essentials of events programming and the arts sector.
7. Knowledge and understanding of the efficacy of marketing tools and techniques.
8. Excellent communication and presentation skills.
9. Excellent IT skills, including an ability to use office based software, social and other media creatively and effectively for maximum return
10. A proven ability to write successful funding applications.
11. Effective time management skills & ability to work under pressure to deadlines.
12. Outward-looking perspective to work with and look for opportunities with a range of partners and individuals within the community.
13. A demonstrable commitment to equality and diversity.

Desirable Skills, Experience and Attributes

- Knowledge and understanding of and experience of working in voluntary sector.
- Ability in spoken and written Welsh.
- Full clean licence and access to a car

Guidance Notes for Applicants

These notes are intended to help you participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form.

If you have any difficulty in completing the form or need further information please contact info@span-arts.org.uk or on 01834 869323.

Review the Contents of the Application Pack

The application pack includes a full job description with a person specification. The key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in the application pack before completing the form.

Completing the Application Form

General Points

- Please do not attach your CV or copies of education certificates to your application form. **Applications in the form of CVs will not be considered.**
- If you need to add continuation sheets, make sure you mark these clearly with your name and the job title of the job for which you are applying. Please limit any continuation sheets to no more than 2 sides of A4.
- Type or write clearly in black ink and do not staple, to allow for photocopying.
- Please return by post or e-mail.

Working through the form

- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
Please respond to each item in the person specification separately in the order listed to ensure you address them all.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Remember to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to Span Arts and ensure that it reaches us by deadline stated in the accompanying letter. Applications received after the closing date cannot be considered.

Shortlisting

Shortlisting will take place as soon as possible after the closing date and will be carried out by at least two people.

If you are shortlisted, we will normally contact you by telephone or email to invite you to interview. This will be confirmed by an email, which will outline full details of the interview process. This may include carrying out an exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Span Arts are made subject to receipt of satisfactory references. This job is offered on a permanent contract.

Right to Live and Work in UK – under the Asylum and Immigration Act 1996, we are required to check that anyone taking up employment with us has the legal right to work in the UK.

All successful applicants will be required to provide documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DBS checks this post may be subject to a DBS check as you could be working unsupervised with children & vulnerable adults.

Privacy Statement

All of the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

We will retain your data on file for as long as you are involved in a recruitment process at Span Arts and 12 months thereafter, at which point we will destroy it in line with our data retention policy.

Information generated throughout the assessment process, for example interview notes, is retained by us for 12 months after the interview for the post.

Equal opportunities information is retained for 12 months following the closure of the recruitment process whether you are successful or not.

If you think there has been a problem with the way Span Arts are handling your data, you have the right to complain to the ICO.

We look forward to receiving your completed application.

For further details on our Privacy Policy please visit [Privacy - Span Arts \(span-arts.org.uk\)](https://span-arts.org.uk/privacy)Page Break