

Buckinghamshire Culture

Job Description – Director (Maternity Cover)

Post:	Director (Maternity Cover)
Reporting To:	Co-Chairs, Buckinghamshire Culture
Location:	Buckinghamshire New University, High Wycombe
Contract:	Fixed term contract for 12 months – 6 months 4 days per week, then reducing to 3 for further 6 months
Employment type:	We are open to this role being delivered as an employed role (PAYE), freelance, job share, or as a secondment from a partner organisation
Salary/fee:	£30,000-£38,000pa based on 4 days per week for 6 months, followed by 3 days per week for 6 months and dependent on experience/how the role is fulfilled
Start date:	Mid-October with handover in early October.

Background Information

In 2018 Buckinghamshire Council worked with other cultural partners in Bucks to develop a new Cultural Strategy for the county – with a strong focus on partnerships (within and beyond the sector) to enable creation and participation in cultural activity around the region. In 2019 funding from Rothschild Foundation and Buckinghamshire Council enabled work to implement the strategy, and the development of a cultural partnership, taking on the name of Buckinghamshire Culture. In 2021, Buckinghamshire Culture registered as a charity. Three years funding (Dec 2021- Dec 2024) has been secured for Buckinghamshire Culture.

The cultural partnership consists of a broad group of Buckinghamshire based partners representing the arts, creative industries, education, environment, health, heritage, libraries, museums and tourism. The Director (Maternity Cover) is responsible for overseeing and driving forward operations, actions, projects and programmes in support of the Cultural Strategy. The Cultural Strategy can be found [here](#), and the associated Action Plan can be provided on request.

Job Description

The Buckinghamshire Culture Director (Maternity Cover) will maintain the on-going development and delivery of the charity, overseeing governance, grant agreements, staff and contractors, as well projects and programmes in support of the Cultural Strategy and development of the organisation.

Main duties and accountabilities:

Supporting the Charity

- Managing governance and the business of the Board of Trustees including arranging and supporting Board meetings and activities in collaboration with the Co-Chairs
- Overseeing, with the Board, and putting into practice, good governance, policies and procedures
- Managing the creation of the Annual Report, Annual Accounts and Annual Return to the Charity Commission
- Managing the staff team (currently one part-time staff member) and our project contractors
- Managing core relationships with key stakeholders such as, Buckinghamshire Council
- Managing day-to-day financial and accounting requirements (including making payments for services and goods).

Policy, Planning and Reporting

- Taking on an advocacy role – championing the value of creativity and culture across a range of policy areas to stakeholders and projects across the county
- Providing regular and ad hoc reports to the Buckinghamshire Culture Board and its Working Groups, Advisory Groups and Sub-Groups as needed
- Collation, agreement and submission of grant reports as required.

Oversee Projects and Programmes

- Supporting significant events and activities that meet the strategic objectives of Buckinghamshire Cultural Strategy and its Action Groups
- Overseeing and maintaining delivery of Buckinghamshire Culture projects and programmes, including:
 - Rothschild Foundation Core-Funded Delivery
 - Together We Build – project celebrating the 10-year anniversary of the London 2012 Paralympics
 - Open Weekend – annual co-ordinated event (July)
 - Development of a county-wide Storytelling Festival
 - Bucks in 100 Objects/Bucks Uncovered
 - Buckinghamshire Culture Conference (November 2022, biennial)
 - Culture Endowment – scoping and development
 - Navigating the New Normal – overseeing end of co-commission process and advocacy events
 - Baseline Data/Audience Research Project with Buckinghamshire Council
 - Social Prescribing and Culture Scoping and Pilot Project
 - Sector Networking
- Initialising activities in support of Arts Council IPSO Investment application if secured
- Maintaining communications and day-to-day relationship management with Buckinghamshire Culture partners and networks.

Create Opportunities

- Exploring opportunities to secure grants, multi-partner bids and philanthropic giving in support of the Cultural Strategy
- Supporting the cultural sector in horizon scanning for suitable income and funding opportunities and communicate these opportunities appropriately
- Supporting the cultural sector in business and project planning in support of the Cultural Strategy and providing strategic context and county-wide insight.

Other Duties

- Setting own objectives and manage workload around these accordingly to meet deadlines.
- Working additional hours when required in order to meet deadlines.
- There will be a requirement for regular regional travel.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

How to Apply

To apply for this role please submit your CV and a covering letter (max 2 pages A4), plus details of two referees via email.

Your covering letter should tell us:

- Why you are interested in working for Buckinghamshire Culture
- Your relevant experience and knowledge that you can bring to the role
- How you meet the person specification
- How you intend to fulfil the role – eg: as an employee, freelancer (all or part delivery), job-share, secondment.

If you wish to apply for the role as a freelancer or job-share, please also outline your day rate/fee for delivery of all/some elements of the role.

Deadline for applications: **9am, 16th August 2022**

Interviews will take place: w/c 22nd August 2022

Please send applications to Lallie: Lallie@buckinghamshireculture.org

If you wish to speak to the current Director, Lallie or one of our two Co-Chairs, Bill or Julius before applying, please get in touch to arrange a call.

Person Specification:

Competency	Essential	Desirable
Prior Experience	<p>At least five years' experience of working with and/or in the cultural sector at management/Project Management level.</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors.</p> <p>A demonstrable track record of delivering outcomes that require collaborative approaches across different organisations.</p>	<p>Experience of operating a sectoral partnership and network.</p> <p>Experience of managing promotion and marketing activity with a communications campaign overview.</p>
Skills and Understanding	<p>Understanding of the key issues affecting the cultural sector in the South East</p> <p>Understanding of national cultural landscape, key organisations and networks and emerging opportunities.</p> <p>Ability to prepare, communicate and represent stakeholder positions.</p> <p>Ability to apply judgement and assume decision-making responsibility.</p> <p>Very high standard of advocacy, communication, presentational and interpersonal skills.</p> <p>Skills in planning, managing and monitoring a diverse range of projects at any one time.</p>	<p>Relevant and senior contacts in central and local government, cultural sector, policy organisations, research institutes and external organisations.</p> <p>Understanding of the broad economic and social context of the South East and opportunities and challenges for growth.</p>
Behavioural Characteristics	<p>Meticulous attention to detail, highly organized, capable of administering a diverse client and project portfolio effectively.</p> <p>Very high level of negotiation and influencing skills – being credible and inspiring confidence.</p> <p>Excellent computer literacy; for example use of excel, PowerPoint, word, contact</p>	

	management systems. Diplomacy and tact in supporting diverse partnerships with a range of priorities.	
Other	Ability to work flexible hours. Own transport and current driving licence. Ability to travel.	