

Babylon ARTS

**Job Pack for
Chief Executive Officer
July 2022**



Babylon ARTS

Who are we?

Babylon Arts is a combined-arts organisation based in East Cambridgeshire. We formed in 1995 when local people set-out to grow arts provision in the area and since then, we have become a registered charity and Limited Company. Operating from our art gallery in the historic town of Ely, we have broadened our provision and reach, delivering creative and cultural activities across the Fens.

Our mission is to **develop creativity and connect communities with arts and culture**.
Our aims are:

1. To enrich more people's lives through our inspiring and dynamic programmes.
2. To build our networks, developing partnerships and connections that enable us to grow arts and cultural provision for the enjoyment of people across the fens and beyond.
3. To nurture creative practice of those who live and work in the fens and beyond; providing opportunities through our programmes, to showcase their work.
4. To be recognised as an essential part of the area's cultural, economic and artistic life.

Our core values and behaviours underpin all that we do here at Babylon Arts. We are:

Resourceful: we seek to develop new partnerships and create opportunities through our work to increase opportunities for arts and creativity to flourish.

Passionate: We care deeply about the communities in which we work and will work fervently to showcase and develop engaging and exciting creative opportunities.

Curious: we are interested in people's ideas and in new ways of working. We're open to trying new things and taking considered risks to reach new audiences. We're keen to invoke curiosity in the communities we work in.

Inclusive: we value diversity, promote equality and provide a supportive environment for artists, audiences, partners and businesses to be creative in response to a variety of art forms, styles and genres.

We have evolved over the years, always responding to the needs of our communities, both leading on and working in partnership with others to deliver creative projects and activities.

Each new project and programme have had a greater emphasis on inspiring audiences and visitors through high quality exhibitions and performances, each to deliver measurable positive outcomes for participants. We have strong ambitions to strengthen and develop this.

Our **three main programmes** of work:

1. **Creative Spaces** - This is all about making the spaces where we showcase & develop work: the Babylon Gallery (our versatile exhibition & event space), The Maltings (Ely City Council managed multi-purpose venue where we deliver our independent cinema & live performances) & outdoor spaces; as vibrant, accessible & inclusive as possible. It's also about 'creating space' for people to develop their ideas & skills to improve or increase the cultural offer they provide.
2. **Creative Communities** - focuses on working with communities in local villages & towns often in partnership with others, to increase the cultural offer on their doorstep. It's driven by the needs & interests of the communities we work in & the growing recognition of the role nature & the environment play in our lives, particularly in how this manifest in rural places like ours.

3. **Cultural Education** - We worked with Festival Bridge & the Opportunity Area for East Cambs & Fenland to develop new Creative Briefs, which improve the Essential Skills of secondary pupils, through meaningful engagement with the creative industries, measured through the Skills Builder programme. In addition, during the last two-years we've set-up & chair a new LCEP for East Cambs & as part of this we conducted research with over 600 children & young people (CYP), their parents & teachers, to find out what they need & want to see happening here. This resulted in a new strategy & the coordination of the work to deliver this strategy will be a key part of our work across this funding period.

We're also a key partner for:

The Library Presents - We are the 'Arts Partner' for this programme, funded by Cambridge County Council and ACE. Having two seasons per year, this is a vibrant and inclusive programme of arts activities taking place in towns across Cambridgeshire and online. Events include music, theatre, art, dance, storytelling, comedy, puppetry, and digital arts.

MarketPlace - Babylon Arts is the lead consortium partner for MarketPlace. A project which has people at its heart and aims to involve more people making, experiencing and enjoying creativity in Fenland and Forest Heath (West Suffolk). MarketPlace is part of a national Arts Council England programme, [Creative People and Places](#).

We also originate, develop and deliver a range specific, targeted projects that respond to local need. We have bid to be a National Portfolio Organisation and await the outcome due in October 2022.

Babylon ARTS (operated by ADEC, Arts Development in East Cambridgeshire), is an independent company limited by guarantee and a registered charity 1043197.

Our Chief Executive

We are seeking a Chief Executive to provide leadership and management of our staff, strategic priorities and finance across all our activities. Our new Chief Executive will lead the organisation on the next stage of its development. We want to find someone who shares our commitment to providing high quality, relevant cultural experiences to our community and to working in inclusive, generous, responsible and creative ways to deliver our ambitious plans.

The ideal candidate should be able to demonstrate strong leadership qualities with the ability to deliver business and financial planning, lead on fundraising and oversee implementation of a multi-arts, community led organisation. An understanding of the local arts environment would be ideal but not essential.

Applications of CV and covering letter will only be accepted as email attachments and must be returned to: claire.somerville@babylonarts.org.uk by **10am Friday 29th July 2022**.

All Applicants are required to complete the online [Equal Opportunities Monitoring Form](#) which is anonymous and not attached to your application.

We expect to hold interviews on 19th August in Ely.

Job share not available for this role.

Further information, or an informal chat about the post, please contact our Chair, Linda McCord by emailing office@babylonarts.org.uk and our team will pass on your request.

ROLE DESCRIPTION

JOB TITLE: Chief Executive Officer

LOCATION: Babylon Gallery, Babylon ARTS, Waterside, Ely CB7 4AU
Hybrid working accepted

SALARY: £42,000 – FULL TIME

REPORTING TO: BABYLON ARTS BOARD OF TRUSTEES

LEADERSHIP & STRATEGIC MANAGEMENT:

- Work with the Trustee Board to develop and deliver the strategic aims & objectives of Babylon Arts providing leadership to create an inspirational and inclusive culture that delivers our vision.
- Subject to the success of the bid submitted, prepare and position the company to enter Arts Council England's National Portfolio Organisation funding programme in April 2023
- Develop and implement robust business plans and associated budgets that allow us to achieve our mission and ensures future sustainability of the organisation.
- As lead partner of the Creative People & Places Market Place programme, work with the Market Place Consortium to ensure effective delivery of the programme on budget and manage the contract with Arts Council England
- Lead and manage our staff and volunteers, ensuring staff have the resources and training to deliver their roles and take an active role within the organisation.
- Develop and maintain key stakeholder relationships including with Arts Council England, Local Authorities and other funders.
- Use your entrepreneurial skills and experience to develop strategic relationships and partnerships to further the development and cultural diversity of Babylon ARTS.
- Promote and communicate the interests and achievements of Babylon ARTS to stakeholders, funders and the community across Fenland and East Cambridgeshire
- Embed Babylon Arts values of being inclusive, passionate, curious and resourceful within the team

ARTISTIC & CULTURAL LEADERSHIP AND MANAGEMENT

- Work with the Trustee Board and staff to develop and lead Babylon ARTS artistic and cultural vision and programmes to the next stage of our development
- Programme and deliver a vibrant, balanced multi arts programme to include a mix of exhibitions in the Babylon Gallery and other creative spaces, live events, Babylon cinema at the Maltings, Library Presents and a range of projects developed with and delivered in the communities across East Cambridgeshire.
- Ensure we develop and maintain positive and responsible relationships with companies, artists and other stakeholders
- Chair the Local Educational Partnership to further our arts educational work in the area.

GOVERNANCE & FINANCIAL MANAGEMENT

- Work with the Company Secretary, Chair and Trustees to ensure we maintain the highest standards of governance
- Arrange & attend Board meetings and ensure members are kept informed on finance, legal and operational issues in order to make informed decisions
- Develop the fundraising strategy and lead on all areas of fundraising activity, managing all applications to core funders, trusts and foundations, corporates and individuals with support from staff and trustees
- Develop commercial activities to generate income supporting the future sustainability of the organisation.

- Set, manage and monitor budgets within agreed parameters including restricted funds in line with the reserves policy set by Trustees.
- Manage the ongoing development, review and implementation of policies and procedures across the organisation, keeping up with legislative requirements.
- Update and manage the Risk Register, leading on implementation of mitigating actions to reduce risk across the organisation.
- Work with key staff to manage the collection and collation of evidence and timely reporting to funders.

OTHER DUTIES:

- Develop a Communication & Marketing strategy and work with staff to implement to achieve audience and financial targets and ensure that all stakeholders and the wider community are kept informed of our work and impact.
- Manage all areas of HR policy and practice with the support of an outsourced HR company
- Ensure effective management and admin procedures for the effective running of the organisation
- Organise and chair regular staff meetings and participate in operational meetings

NOTE:

Babylon ARTS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees.

This role will necessitate working during evenings and weekends. We operate a Time Off in Lieu (TOIL) system, so that additional time worked is taken off. This role will necessitate occasional travel within the region. Business travel is reimbursed through expenses.

The post will be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the right to request additional DBS checks at any time in the future.

PERSON SPECIFICATION: CEO

	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE OF:	Organisational development, strategic and operational management	Working across a range of art forms
	Development and delivery of complex projects with multiple external partners and contracts	Experience in the charitable sector
	Managing and developing operational staff and freelance contractors	Managing volunteers
	Developing and managing a range of relationships with partners and other external stakeholders	Working with Trustees and volunteers
	Fundraising and bid writing experience	
	Writing and commissioning Service Level Agreements and monitoring their delivery	
	Implementing and monitoring projects against targets (project management)	
	Managing detailed budgets and financial reporting	Use of online financial programmes and CRM
	Reporting to the Board, Consortium and Funders	
	Forecasting and managing cash flow	
	Developing a comms and marketing strategy and implementation	Public speaking
KNOWLEDGE OF:	Arts sector	East Cambridgeshire, Fenland and West Suffolk
		Governance standards
	HR processes, equality and diversity and their implementation	Arts and heritage funding reporting processes
		Managing a micro arts centre
SKILLS & ABILITIES:	Entrepreneurial vision	Knowledge, understanding and passion for the arts sector
	Strong and clear judgement and decision making	
	Excellent interpersonal skills and team building experience	An understanding of HR processes
	Track record of working in partnership with other agencies	
	Able to multi-task across a range of events and projects	Solutions focused
	Able to work on your own initiative, manage multiple priorities and a varied workload, balancing pressures and expectation	
	Effective communication and negotiation skills with a range of stakeholders	