LIVE &LOCAL

EXECUTIVE DIRECTOR

RECRUITMENT PACK

LOTTERY FUNDED

Supported using public funding by
ARTS COUNCIL ENGLAND

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Photo Credit: Gav Cross - The War of the Worlds By H.G. Wells A New Abridged Performed Reading

WELCOME From Rob Wilkinson, Live & Local Chair

On behalf of the Board of Directors, thank you for taking time to consider this exciting opportunity to join Live & Local as our next Executive Director. In this pack, you will find full details of the role, and a detailed person specification against which we invite you to submit your application. As we move into the next round of Arts Council national funding, the Board and our brilliant team of colleagues will be navigating changes in the funding landscape, a new focus from government on people and the places they live, and the ever-changing opportunities to develop the impact of the arts in our rural communities.

Our next Executive Director will have a passion for delivering on our purpose and strategic objectives, a commitment to our values of community participation, quality and creativity and deep understanding of the role that our programmes and activities play in the promotion of health and wellbeing for the residents of the communities we serve. Your understanding of the Arts sector and the role of Arts Council England will ensure that our future strategies and plans are aligned with national policy and funding priorities, and that we remain compliant with the requirements of our core funding agreements. Your ability to develop and manage strategic relationships with key stakeholders will ensure that we are well placed to respond to change and take advantage of new opportunities. Of equal importance, your experience leading and managing Arts programmes or organisations, and your ability to oversee operational plans will ensure that we remain effective, efficient and financially strong as we move forward, and your ability to identify and manage risks will ensure that the Board are always kept informed of both opportunities and areas where focus is needed.

We know that Live & Local is a great place to work, to lead and to influence the Arts in our communities. We hope that you see this too and look forward to receiving your application.

Rob Wilkinson, Chair

ABOUT LIVE & LOCAL

Live & Local has grown in thirty-three years from a pilot project in Warwickshire into a confident and effective broker for a range of arts activities across **Warwickshire, Staffordshire, Worcestershire, Leicestershire, Derbyshire, Nottinghamshire** and **Lincolnshire.**



Photo Credit: Noble Jacks - Noble Jacks in Concert

ABOUT LIVE & LOCAL

The organisation contributes to the quality of life within participating communities by supporting arts activities in partnership with voluntary led organisations, local residents and other stakeholders. Success stems from partnerships with the participating communities and working with professional artists and a widely skilled staff team and Board.

Live & Local's greatest asset is a network of approximately 300 voluntary groups and hundreds of residents and partners from a wide range of rural and other communities across the East and West Midlands. Without this kind of support, this activity would not happen as it is the communities who choose and run the events.

We are a team of fifteen arts professionals based at our office in Warwick with remote workers across the East and West Midlands.
We work with a range of funders and other partners to identify development opportunities that meet their local, regional, or national strategies including 35 local authorities. As a result, Live & Local is designated as a key provider within the arts policies of several of these authorities and is a National Portfolio Organisation (NPO) of the Arts Council England (ACE).

OUR WORK

LIVE PERFORMANCES

A high-quality professional performing arts program (indoors and outdoors) in partnership with voluntary led organisations which between them programme 350+ live events per year.
Click here for more information

FILM SCREENINGS

Film screening program in partnership with voluntary led organisations that covers Warwickshire, and Staffordshire. This is now a network of approx. 35 community run venues, which programme approx. 250 screenings per year. Our film program also includes an annual Big Picture Film Festival, currently running out of Stratford Upon Avon. Click here for more information

DART

Developing Artists for Rural Touring – initiative supporting emerging professional artists and the development of new work for rural touring networks and audiences. Click here for more information

RURAL HUB TOWNS INITIATIVE

A new ACE funded program for five rural hub towns and their rural hinterland located in Levelling Up For Culture Places that brings people, places, and arts together using similar ‘place based’ model to Creative People & Places projects. Click here for more information

GOVERNANCE

Live & Local is a not-for-profit Company Limited by Guarantee. It is not a Charity. It has a voluntary Board of Directors which is drawn from funders, staff, users and artists involved with the organisation's activities.

The Board meets at least four times per year to provide an oversight, guidance on strategy and financial management. Arts Council, England are observers.

It has five standing subcommittees relating to specific parts of our delivery.

The Company does not have shareholders but instead has Members who act as guarantors. The guarantors give an undertaking to contribute a nominal amount (£1) in the event of the winding up of the Company.

FUNDING

Live & Local is funded by a mix of local, regional, and national bodies. We have retained our National Portfolio Organisation status (NPO) of the Arts Council England (ACE) in the recent round for up until 2028 with a substantial uplift. We also get occasional funding from the British Film Institute (BFI).

We are funded by 30+ local authorities, mainly through grants with service level agreements. We also raise income from fees from the touring scheme, film schemes and local contributions to specific projects. We also run a Friends Scheme.

JOB DESCRIPTION

The Executive Director is responsible to the Board for ensuring that the policy objectives are carried out, providing leadership to the organisation and its permanent and temporary staff, promoting Live & Local and acting as its ambassador.

Department: Senior Management
Function: Successfully lead the artistic and organisational developments of Live & Local as identified by the business plan.
Contract Type: FTE 1.0 Hybrid/Flexitime (with an expectation that at least half your time is in the office)
Location: Pageant House, Warwick
Holiday Entitlement: 28 days pro rata including Bank Holidays
Notice Period: 3 months
Reports To: Board of Directors
Manages: Company Manager, Engagement Manager, Rural Hub Town Manager

Photo Credit: Miranda Prag – An Attempt to Lose Time

SUCCESS CRITERIA

- The creative development and implementation of aims and objectives.
- A high standard of artistic programming.
- Maintenance of financial viability.
- Identification and development of new opportunities.
- Effective communication with all stakeholders.
- A productive and successful working relationship with major funders.

GENERAL RESPONSIBILITIES

- Collaborating with the Board to achieve strategic planning, monitoring, and governance objectives.
- Reviewing and guiding Live & Local through its Business Plan.
- Identifying risks to the delivery of the current Business Plan and organisational development using Monitor-Manage-Mitigate.
- Programming strategy ensuring alignment with organisational goals.
- Oversee workforce planning, performance, and professional development at a strategic level.
- Oversee financial management of Live & Local.
- Core and major project fundraising.
- Identifying and developing new initiatives and support staff in creating projects aligned with Live & Local’s aims and ambitions.
- Creating a framework which facilitates Live & Local's responsiveness, visibility and accountability to users and funders.
- External relations with funders, media, communities, and partner arts organisations.

DUTIES

Board

Serve as a Director on the Board:

- Contributing to strategic decision-making and organisational governance.
- Ensuring alignment between staff and governance.
- Providing appropriate reporting on the progress of the organisation and all matters relevant to the discharge of the Board's responsibilities.
- To act as Company Secretary for Live & Local Limited.

Policy / Strategy

- To produce a clear strategic Business Plan for Live & Local's development within the organisation's ethos, values, and mission.
- Develop and oversee implementation of partnership agreements with key local authority and other funders.
- To implement effective monitoring, evaluation, and reporting systems.
- Prepare appropriate reports for Board and funders.
- Liaise with other agencies and funders locally, regionally, and nationally to achieve and develop the organisation's aims and objectives.
- Take overall executive responsibility for community recruitment and retention.
- Maintain a strategic role for Live & Local within the NRTF.

Programme and Projects

Provide Live & Local with strong artistic vision with overall executive responsibility for all areas of Live & Local activity, including:

- The Community Performance Scheme (Live)
- The Community Film schemes.
- DART – Developing Art/Artists for Rural Touring
- RHT – Rural Hub Towns
- Other projects as and when appropriate.
- Prioritising and responding to new opportunities within the overall aims and objectives of the organisation.
- Ensuring that all programmed activities and events are professionally planned, executed, and monitored.
- Attend, monitor, and evaluate activities as necessary.

Finance

Take overall executive responsibility for financial structure, processes, and reporting to support informed decision-making and strategic planning including:

- Securing and maintaining a core funding base for the organisation from its major funders.
- Researching and diversifying funding for Live & Local's current programme.
- Researching potential sources of funding locally, regionally, nationally, and internationally that further develop new opportunities for Live & Local.
- Making major funding applications and ensuring that they are well prepared and fit within an overall fundraising strategy.
- Overseeing the preparation of a comprehensive and coherent annual revenue budget and quarterly Management Accounts.
- Ensuring that Live & Local's programme of activities operate within budget and to take appropriate action if not.

PR and Advocacy

Take overall responsibility to give good, accurate and up to date information and to contribute to local, regional, national, and international policy and funding debates about the arts and Live & Local specialist areas of activity, including:

- Manage a PR & Advocacy plan which facilitates Live & Local's responsiveness, visibility and accountability to users and funders.
- Responsibility for leading the organisation's networking strategy.

Marketing & Publicity

Oversee the Engagement Manger in the delivery of a coherent marketing and publicity brand and strategy:

- Setting organisation marketing and publicity budgets in consultation with staff.

Business & Operations

- To ensure that Live & Local is meeting all its legal, health and safety and ethical requirements both within and outside of office environment. • Line managing the Senior Management Team. • Oversee strategic ICT and AI policy and developments.
- Ensure best use of Live & Local's technical resources.
- Take overall executive responsibility for Live & Local's administration and communication systems, including:

~Reporting to the Board of Management and any sub committees. ~Management of all staff, either freelance or on the payroll.
~Senior staff reviews and contracts. ~Recruitment of new staff.
~Staff training policy and implementation. ~Relationships with Landlord.

PERSON SPECIFCATION



EXPERIENCE

Essential

- Senior leadership within the arts, cultural or community sector.
- Developing and delivering organisational strategy and business plans.
- Leading and developing staff teams
- Working with Boards and/or Trustees.
- Financial planning, budget management, and financial monitoring.
- Securing funding, grant applications, and managing relationships with funders.
- Equality, diversity, inclusion, and accessibility within cultural practice.

Desirable

- Rural touring, participatory arts, community engagement, or place-based cultural development.
- Developing and managing relationships with Arts Council England and a range of public, charitable and other funders.
- Building and maintaining relationships with Local Authorities
- Building and maintaining relationships with voluntary and community organisations.

KNOWLEDGE

Essential

- Arts, cultural, and voluntary sector landscape.
- Governance, risk management, and organisational accountability in not-for-profit sector.
- People management, safeguarding and employment legislation.
- Equality, diversity, inclusion, and accessibility principles.
- The role and practice of arts and culture in community engagement and social impact.

Desirable

- Challenges and opportunities facing rural communities.
- Current digital and technological developments in arts and cultural engagement.

SKILLS

Essential

- Strategic leadership, planning and organisational development.
- Financial and resource management.
- Communication, influencing and stakeholder management.
- Decision-making, problem-solving, and organisational.

Desirable

- Media relations, advocacy, and public speaking.
- Marketing, brand development and audience growth.
- Income generation and fundraising.
- Partnership development across sectors and communities.

PERSONAL ATTRIBUTES

Essential

- Inspiring and collaborative leadership style.
- High levels of integrity, accountability, and political awareness.
- Resilient, adaptable, and opportunity-focused approach.
- A commitment to Live & Local's values, inclusion, and community impact.

Desirable

- Passion for rural arts and cultural participation.
- A commitment to community-led cultural provision.
- Established networks within the arts, cultural or funding sectors.
- Confidence and credibility to be an ambassador for the organisation.

QUALIFICATIONS

Desirable

- Qualifications, training, or professional development relevant to the responsibilities of the role.
- A commitment to continuous learning and self-improvement

TERMS & CONDITIONS

- **Department:** Senior Management
- **Contract Type:** Full Time/Permanent
- **Hours:** 35 hours a week/ Flexitime (FTE 1.0)
- **Flexi-time scheme:** Within these parameters you are permitted to attend work flexibly within the Live & Local flexitime framework.
- **Salary: £49,282-£51,356**
- **Pension:** Employer's contribution of 3% of pensionable earnings increasing in line with statutory requirements. Assessment for auto-enrolment will be postponed until completion of probation.
- **Location and work from home arrangements:** Hybrid/Warwick Office
- **Additional Hours:** Occasional agreed weekend and unsociable hours are required as part of this job. Additional duty hours, i.e. work that is part of required duties, are paid at an hourly rate commensurate with an employee's annual salary. Additional agreed show attendance hours are paid at a fixed rate + expenses.
- **Start Date:** 1st April 2027 (or sooner)
- **Other:** Travel expenses are paid for travel associated with the job. Company laptop and mobile phone provided.
- **Line Manager:** Board of Directors
- **Leave Year:** 1st June to 31st May.
- **Statutory leave:** 28 days annual leave (pro rata) including Bank Holidays
- **Performance review:** Three-month probation. **Annual full appraisal with 6 monthly interim reviews**.
- **Termination:** Termination of contract would be three months on either side.

Flexi Time System

This is a system where an employee contracts to work a total number of hours and is then permitted to attend work flexibly within a framework laid down by the employer. It allows employees to vary their working hours within specified limits from day to day.

ADDITIONAL INFORMATION



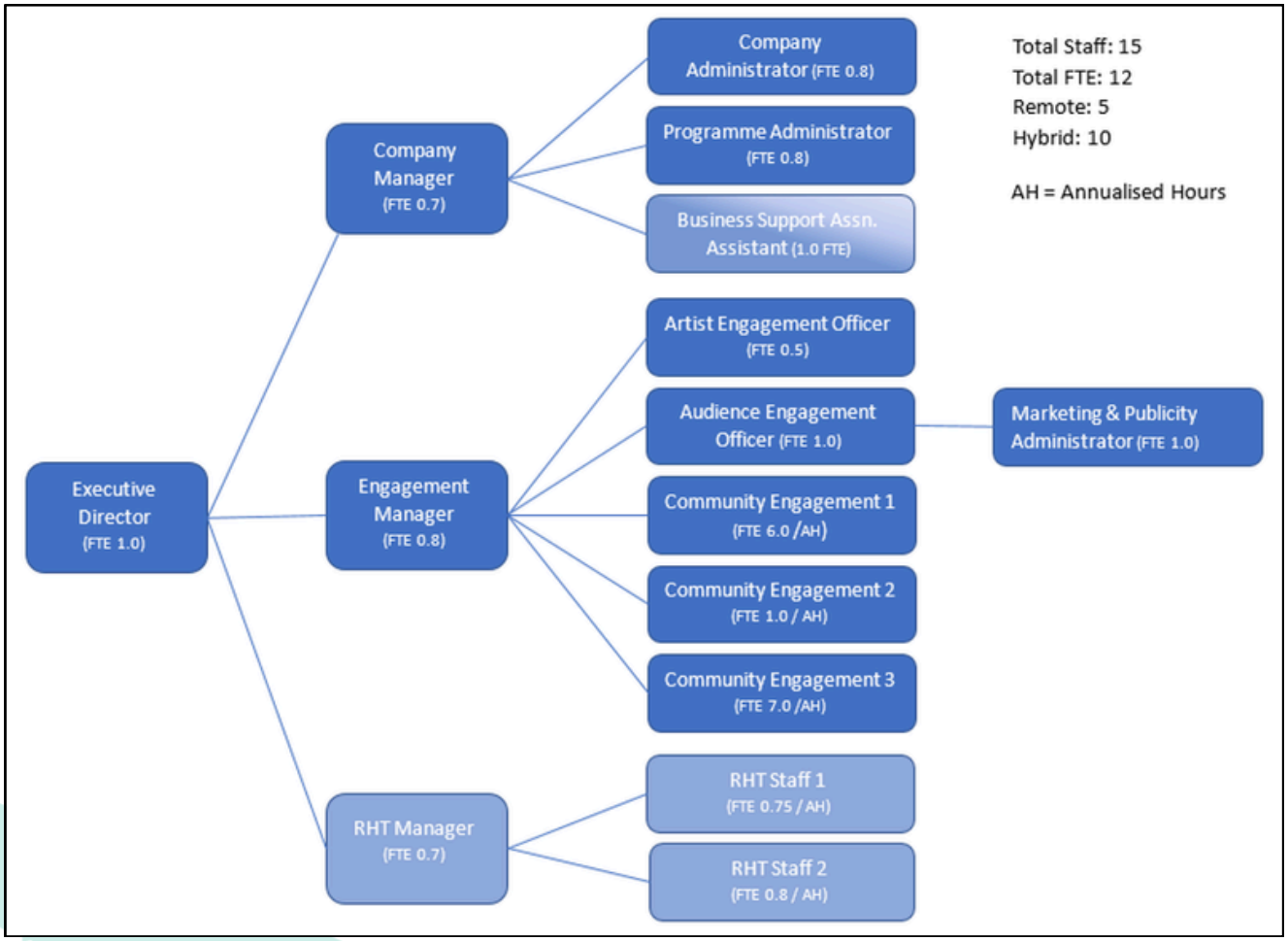
Photo Credit: Hambledon Productions - Maybe Dick

ADDITIONAL INFORMATION

Location and Offices

The company is based in the centre of Warwick on the 2nd floor (no lift). The employee will be provided with a company laptop and phone. View Staff page Here.

Staff Structure



National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF). The NRTF aims to encourage the touring of high-quality professional arts performances and events to rural communities and meet the needs of the member schemes.
http://www.nrtf.org.uk

HOW TO APPLY

Initial Conversation

If you would like an informal conversation with Live & Local's Company Manager or one of the members of the Board in advance of applying, please contact kristie@liveandlocal.org.uk.

Click here for the **Application Form**.
CVs will not be accepted.

If you require an application form in another format, please contact admin@liveandlocal.org.uk
Please explain how your skills, experience, training, and knowledge make you suitable for and address each point in the Person Specification in the application section of the form. Please submit completed form no later than midday on:
Monday 16th November

If you have not heard by **Monday 23rd November**, you may assume that you have been unsuccessful.

If invited to interview, we will let you know the members of the interview panel before the interview.



Photo Credit: Serena Smith & Friends – Celtic Fusion Show

HOW TO APPLY

As part of our commitment to increasing the diversity of our workforce we provide a guaranteed interview to applicants who meet the essential criteria for the job who are disabled. On the application form you can ask to be considered if you have a disability that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. Providing that you meet the essential criteria for the role, you’ll then be invited for an interview.
If you require any reasonable adjustments during the application and recruitment process, please let us know.

SELECTION AND INTERVIEWS

Stage 1: Initial interview

Shortlisted candidates will be invited to an interview involving a range of activities and meetings with staff and Board members. This stage will take place on 1st or 2nd December.

Stage 2: Presentation and final interview

Candidates progressing from Stage 1 will receive details of a presentation to prepare in advance. This stage will take place on 9th December.

Location and travel expenses

Interviews will be held in Warwick. Reasonable travel expenses (travel from home to the interview and parking costs) will be reimbursed.

Surprising Shows in Surprising Places

LIVE &LOCAL

www.liveandlocal.org.uk

Website: **www.liveandlocal.org.uk**
Facebook: **@live.local**
Instagram: **@liveandlocal.org.uk**

All Images in this document courtesy of companies selected for our rural touring scheme.