



## **Managing Director, Big Brum TIE**

### **Job Description and Person Specification**



Big Brum is looking for a Managing Director to guide the next stage of development and progress for our organisation. We are at a crucial point with many opportunities and challenges ahead and are looking for someone to give the company strong organisational leadership, and build on the success of the company over the last 35 years.

#### **Who is Big Brum?**

Big Brum is a registered charity that has delivered Theatre in Education (TIE) programmes for over 35 years, working with thousands of children and young people across all age ranges and abilities. The Company's approach involves using theatre and drama to explore deep questions and relevant concepts with young people, to help them make meaning of their lives and the world around them. We work primarily with schools in Birmingham, including primary, secondary and Pupil Referral Unit/alternative provision settings. We also work across the UK and internationally with schools, universities, libraries, heritage settings and other arts organisations that are committed to working with children and young people. We also work with Birmingham City University to deliver the Masters in Drama Teaching and Learning.

Big Brum is first and foremost child centred. Our programmes always explore the big question, "what it means to be human", and we do so through story. We believe that art and theatre is a mode of knowing the world in which we live. The company produces theatre of high quality and aims to engage young minds in stories that allow them to think and test their values rather than telling children what to think and feel. The company seeks to provide young people with safe spaces in which to think and feel for themselves.

We tour 2-3 productions each year, with each tour usually lasting 10-14 weeks and visiting 40-50 schools, working with 1500-2000 children and young people.

During 2017 – 2019 the company has funding in place for the development and tour of two new productions and the remounting and tour of two existing productions:

Big Brum TIE is currently undertaking a significant period of review, development and growth. A freelance Acting Company Director is working with the staff team and management committee to develop plans for the future of the company. There is a small permanent staff team consisting of; Artistic Director, Education Partnerships and Marketing Officer, Finance and Administration Officer. We also have a Marketing Assistant Apprentice. Freelance actor teachers are employed for each project. The company is currently project funded by Arts Council England, Paul Hamlyn Foundation and a number of small trusts and foundations. Part of the Paul Hamlyn Foundation funded project is a significant evaluation of the impact of the company's work on the schools and young people that it works with.

For more information on the company, see [www.bigbrum.org.uk](http://www.bigbrum.org.uk)

## Job Description

The Managing Director will have overall responsibility for managing all aspects of the Charity's resources, ensuring its financial and human resources are used effectively to achieve the Charity's goals. They will work alongside the Artistic Director to develop the Charity's strategy and plans. They will collaborate with the Board to ensure the Charity fulfils its responsibilities of governance and compliance. The Managing Director will protect and promote the reputation of Big Brum and ensure stakeholders on every level experience excellence in service.

Big Brum TIE has a small team of skilled and dedicated staff, who work in a collaborative and democratic way. The Managing Director will need to work with the whole staff team to develop new strategies and plans, facilitating their engagement in collaborative planning processes.

**Reports to:** Management Committee (board of trustees)

Responsible for: Education Partnerships and Marketing Officer, Finance and Administration Officer

**Hours of work:** 37 hours per week, with flexible working hours, (occasional evening and weekend meetings and events).

**Salary:** £30,000 per annum

**Type of Contract:** 12 month fixed contract with aim to extend (funding pending)

**Office Base:** Sheldon Community Centre, Sheldon Heath Road, Birmingham B26 2RU

**Annual Leave:** 32 days per annum pro rata, plus statutory holidays. Holiday year runs from 1st April to 31st March.

Statutory holidays are New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday Monday, Late Summer Bank Holiday Monday, Christmas Day, Boxing Day.

As the company works primarily within schools we align the majority of the company's annual leave with school holiday periods, having a fixed 15 day (3 week) company holiday during August and 7 days over the Christmas holiday period and 5 days (1 week) over Easter. (dates tbc with company agreement each year). Each staff member is also entitled to a further 5 days (1 week) paid holiday that is flexible to be taken in agreement with the team at any time during the year.

**Pension:** Big Brum TIE has pension provision arranged with the People's Pension, and the Managing Director will have the opportunity to join this scheme once appointed.

## Roles and Responsibilities

### Strategy and Policy

- Collaborate with the Artistic Director and the rest of the company to develop long term artistic plans and strategies for development of the company's work.
- Development and implementation of strategies, policies and procedures as required.

### Business Planning:

- Co-ordinate the development of the Business Plan and its monitoring and evaluation

- Manage any significant issues that might affect progress
- Operate a risk register which identifies key risks that could have a significant effect on the company
- Report progress on the Business Plan and risk register updates to the Management Committee

#### **Finance and fundraising:**

- Work with the Finance & Administration Officer to set annual budgets and monitor budgets and cash flow
- Oversee budget expenditure
- Manage the Finance & Administration Officer and support with ongoing processing of payments and accounting
- Implement financial procedures and review their effectiveness
- Develop a fundraising strategy with diverse income streams to ensure the long-term sustainability of the organisation.
- Take the lead on writing key strategic funding applications.

#### **Strategic Partnerships**

- Develop and maintain the profile of the company in both the arts and education sectors regionally, nationally and internationally.
- Develop and maintain strategic partnership with key stakeholders, including;
  - Funders
  - Schools
  - Multi-Academy Trusts
  - Regional, national and international arts organisations

#### **Human Resources**

- Recruitment, induction, supervision and appraisal of staff and volunteers
- Overseeing all aspects of HR systems, staff handbook, contracts, timesheets etc.
- Coordinating ongoing training of staff, contractors and volunteers

#### **Governance**

- Arrange meeting schedule and prepare board papers in liaison with the management committee
- Support the management committee recruitment process
- Manage relationship between the management committee and staff
- Attend and report to trustees at management committee meetings

#### **Operational Management**

- Manage and develop activities to serve the needs of a diverse community and ensure the charity's objects are upheld and achieved.
- Develop office systems and working practices that improve the efficiency of the company
- Ensure that the company is compliant with Data Protection legislation
- Coordinate, attend and contribute to regular company team meetings
- Oversee management of the day-to-day operations of the company including delivery of work in schools
- Supervise and maintain health and safety aspects of all projects
- Manage contracts and agreements

#### **Marketing and PR**

- Oversee the development and implementation of a marketing strategy, working with the Education Partnership Development and Marketing Officer.

## **Other**

- Ensure the company maintains a commitment to equality and diversity in all of its project delivery, commissioning and recruitment processes.
- Ensure company work is effectively monitored and evaluated.
- Carry out any other reasonable duties connected with the successful management of the company as required

## **Duties as Company Member**

As a Big Brum Company Member, the Managing Director is part of the collective decision making process of the Company and has a duty to facilitate this collective process and promote and support the Company's work. All Company Members are asked to:

- Have a commitment to the artistic and educational development of the Company's work, and the Company's Artistic Policy.
- Promote and defend the right of the child to art and education, as central to the development of the individual and of society in general.
- Have a commitment to safeguarding, adhere to the company's Safeguarding and Child Protection Policy, and attend regular relevant training to maintain knowledge and understanding of safeguarding.
- To be committed to the wider development and dissemination of Theatre in Education practice and theory, as a discrete art form, locally, nationally and internationally.
- Respond to external communications in any medium politely and promptly, forwarding to other staff members as necessary.
- Represent the Company professionally at all times.
- Familiarise themselves with the Artistic Policy of the Company.
- Attend TIE programmes, performances, Open Evenings and special events organised by the Company.
- Attend Company meetings, contributing and undertaking preparation where necessary, and taking minutes when required.
- Contribute to the formation of Company policy, planning and strategy, and take part in evaluations of the Company's work.
- To adhere to all existing company policies and procedures and abide by policy decisions made by the Company.
- To adhere to the company's Equality and Diversity Policy and be pro-active in ensuring that the company maintains a commitment to equality and diversity in all of its project delivery, commissioning and recruitment processes.
- Provide support to any work experience placements or visitors viewing the Company's work, as required and as agreed with the Company.
- Share responsibility for the day-to-day running of the Company, taking part in aspects of work beyond the Managing Director's job description as necessary.
- Engage openly, honestly and with the highest level of integrity in all practice with fellow staff members and partners of Big Brum.
- To be punctual in attendance at all Company work and engagements.
- Attend relevant training courses as agreed by the Company, and take part in the Company's annual appraisal process.
- Be responsible for maintaining the Company's premises, ensuring cleanliness, tidiness and good order, and its relations with the staff of the Company's landlord.

- Join the staff members' respective union, where appropriate and agreeable to the staff member.

### **Person Specifications:**

#### **Essential**

- Has worked at a similar leadership level within an arts organisation and/or charity
- A collaborative and democratic approach to leadership
- Experience of strategic business planning and risk management
- Proficiency in financial management from budgeting and cash flow forecasting, to management accounts
- Experience of business development, income generation, and fundraising
- Capable in HR management, and supporting and developing staff
- Skilled in facilitating collaborative planning processes
- Experienced negotiator
- Able to ensure compliance with relevant legislation
- Interest in continuing professional development
- High level of both written and spoken literacy and numeracy
- Proficient in the use of ICT
- Commitment to equality and diversity

#### **Desirable**

- A knowledge and experience of Theatre in Education and/or the theatre sector more generally
- A knowledge and experience of the education sector

### **How to apply**

Please send the following to [judy@bigbrum.org.uk](mailto:judy@bigbrum.org.uk) with 'Managing Director' in the email title:

- A proposal outlining how you meet the person specification and outlining your relevant experience in relation to the job description ( no more than 2000 words).
- Your CV
- Your contact details

Deadline for applications: 12pm 14<sup>th</sup> August 2017

Interviews will take place w/c 4<sup>th</sup> September 2017

Start date: as soon as possible

Big Brum TIE is an equal opportunities employer.

If you would like to find out more about what might be involved please contact Jenny Smith, Acting Company Director on [jenny@bigbrum.org.uk](mailto:jenny@bigbrum.org.uk) or call 07967 187822.