

## RECRUITMENT PACK

# CRAVEN ARTS LEAD

### A warm welcome to Craven Arts.

Thank you for expressing an interest in this position and I hope our recruitment pack inspires you to apply for this exciting role. The successful candidate will lead Craven Arts at a pivotal time in its development.

If you have any questions about the role and wish to speak to me or visit Craven Arts please email [info@cravenarts.co.uk](mailto:info@cravenarts.co.uk) and we will contact you to arrange a phone call and/or visit.

We look forward to receiving your application.

With best wishes,

David Hawkins

Chair of Board of Trustees

 [www.cravenarts.co.uk](http://www.cravenarts.co.uk)

 [info@cravenarts.co.uk](mailto:info@cravenarts.co.uk)

 [@\\_cravenarts](https://www.instagram.com/_cravenarts)

 [cravenartsuk](https://www.facebook.com/cravenartsuk)



**craven arts**

Connecting Creative Craven

55 Otley Street, Skipton, BD23 1ET  
7a Otley Street, Skipton, BD23 1DY



## CRAVEN ARTS

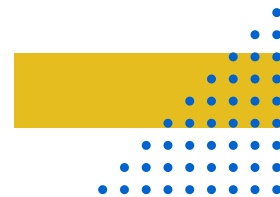
To provide arts facilities for creatives, professional development, education, and training, to make Craven a better place to live both culturally and economically.

Based in Skipton, North Yorkshire, the arts organisation Craven Arts has ambitious plans to serve both the community and young creatives with creative educational programmes, exhibitions, events, and an annual festival in the summer months. We have a small workforce and an engaged, supportive Board of Trustees. Craven Arts is seeking a lead executive to take the organisation forward into an exciting future.

With strategic and fundraising talent, the Craven Arts Lead will implement the strategic plan and raise the profile of the organisation among the creative community both locally and regionally. They will be based in Skipton and will have a hands-on role managing the daily activity of the organisation and buildings which includes artists' studios, residencies, music rooms, an exhibition space, an events programme, also the artists' membership and income generating activities such as room rentals and courses.

Operating since 2017, Craven Arts was formed by a group of highly committed and experienced artists who live and work in the Craven area.

Craven Arts has two locations in central Skipton:  
Craven Arts House at 55 Otley St, Skipton, BD23 1ET and  
Craven Arts Studio at 7a Otley St, Skipton, BD23 1DY.





**Craven Arts House** is a multi-disciplinary space with a gallery, studio provision, music rooms, honesty cafe and gallery shop in the centre of Skipton. Craven Arts House runs a full educational art and craft programme. Craven Arts aims to nurture creative talent, supporting both those that are starting out in the arts, those already involved or who wish to experience creativity at any age. We offer targeted support for young people through a variety of programmes and for people under thirty to become successfully self-employed.

**Craven Arts Studio** is in Skipton's retail quarter and provides studio space and a workshop/retail outlet for four local self-employed artists/makers.





## THE ROLE

|  |   |
|--|---|
| <b>JOB TITLE:</b>                        | Craven Arts Lead  |
| <b>RESPONSIBLE TO:</b>                   | The Board of Trustees   |
| <b>LINE MANAGEMENT RESPONSIBILITIES:</b> | Administrative Assistant, Finance Assistant, Marketing Assistant, Volunteers and Studio Holders |
| <b>SALARY:</b>                           | £25,200 per annum (£36,000 FTE)   |
| <b>CONTRACT:</b>                         | Fixed Term for one year   |
| <b>CONTRACTED HOURS:</b>                 | 0.7FTE/ 3.5 days per week with some evening and weekend work                                    |
| <b>HOLIDAYS:</b>                         | 18 days (pro rota of 25), plus public holidays  |
| <b>START DATE:</b>                       | 15 July 2024 – negotiable ( 2 weeks overlap with current director)                              |
| <b>PROBATION PERIOD:</b>                 | 6 months  |
| <b>NOTICE PERIOD:</b>                    | 2 months  |
| <b>LOCATION:</b>                         | Craven Arts House, Skipton  |
| <b>DBS:</b>                              | Successful candidate will be subject to a DBS check   |





## HOW TO APPLY AND INTERVIEW PROCESS

To apply, email a CV in any format (maximum 3 pages) and the names of 2 referees (to be contacted after appointment) and provide a supporting statement (no more than 2 sides of A4) to [jobs.cravenarts@gmail.com](mailto:jobs.cravenarts@gmail.com)

You should address the person specification and state why you are interested in working with Craven Arts including -

- What excites you about the potential of Craven Arts and what approach would you bring to the role?
- What have you done that demonstrates you have the required experience we seek?
- How would you develop our ambition to engage with more young people?

### Key Dates

|                                 |                     |
|---------------------------------|---------------------|
| Applications Closing date       | 12th May (midnight) |
| Shortlisting                    | 13th May            |
| Shortlisted Applicants Informed | 15th May            |
| Interviews                      | 28th May            |

Location: Craven Arts House, Otley Street, Skipton, BD23 1ET

If selected for interview, we will ask you to make a presentation.





## JOB DESCRIPTION

### **Vision and Purpose**

To provide arts facilities for creatives, professional development, education, and training.

Lead the organisation into its next period of development and develop its creative vision.

Lead on strategy and work with trustees on development in relation to the business plan.

Build strong relationships with artists, the membership, visual arts practitioners and organisations, and other relevant organisations and individuals, including opinion formers, policy makers, funders, and decision makers.

Find innovative ways to engage with young people and our wider audience.

Operational management to ensure that the organisation and its resources are efficient, safe and effective.

Devise and manage regular exhibitions, events, happenings, and the summer festival.

### **Governance**

Present monthly updates on all areas of responsibility to the Board, write the annual report for the AGM.

Draft and finalise policies in conjunction with the Board of Trustees.

Work with the chair to ensure that compliance with the charities commission is up to date.

Preparing agendas for Board meetings in consultation with the Chair.

Record Keeping and data collection.





## JOB DESCRIPTION CONT.

### **Leadership**

Manage freelance staff, volunteers, and contractors.

Support and motivate the volunteers and trustees who have unpaid roles.

Recruit and manage staff, ensuring appropriate contracts are in place and monitored.

Diplomacy and the ability to establish a positive, supportive working environment.

### **Communication , Stakeholder, and partnership management**

Sustaining and developing partnerships with stakeholders, the membership and acting as a spokesperson for Craven Arts.

Oversee development and delivery of effective marketing, engagement, and communications activity, including social media and website management.

Ability to network and grow the organisations sphere of influence.

### **Finance**

Responsible for effective financial management including budgeting and forecasting, including careful management of project budgets.

Set budgets and manage finances effectively, monitoring income and expenditure, producing cashflow forecasts and management accounts in consultation with the bookkeeper and Treasurer (a trustee) and the financial sub-committee.

Lead on fundraising, identifying opportunities, devising proposals, producing applications and reports to achieve the organisations core, capital, and project needs.





## JOB DESCRIPTION CONT.

### **Administration /Membership**

Establish and maintain effective administrative, monitoring and evaluation processes.

Maintaining records and collecting data, preparing reports and data for evaluation purposes, keeping in touch with funders and submitting evaluation reports in a timely manner.

Administrative, legal, and operational management of the organisation.

Ensure the membership roots of the organisation are maintained and benefits sustained.

Direct and organise the educational programme with the administrator.

### **Legal**

Legal, and operational management of the organisation, including ensuring the health and safety of Craven Arts House and its users.

Act as Safeguarding lead.

Alongside the Board of Trustees write, publish, and review organisational policies.

Ensure data collection is up to date for reporting to funders and securely stored, in compliance with GPDR.

### **The Craven Arts Buildings / Reporting**

Develop the outline strategy for works to the buildings.

Fundraise capital funds to complete undeveloped areas of the building.

Be hands on with the buildings, organise necessary works and liaison with the council.

Oversee health and safety requirements within the buildings.

Maintain oversight of all projects, ensuring they are on track to meet funding conditions.

Working with the council to report on previously received funds .





# PERSON SPECIFICATION

| Essential Criteria   | CV/ Supporting Statements/ Interview   |
|--|--|
| Experience of relevant roles in arts or other connected sectors / third sector.  | CV and supporting statement            |
| Experience in managing and monitoring budgets, tracking, and processing expenditure  | CV and supporting statement, interview |
| Experience of fundraising in the arts and/or a related sector and an ability to write persuasive applications and develop strategic fundraising plans                    | CV and supporting statement, interview |
| Experience of both creative and diplomatic leadership, line management and day-to-day organisational operations  | CV and supporting statement, interview |
| Excellent written communication skills, with the ability to write high quality reports and present for a range of audiences including internal and external stakeholders | Supporting Statement/Interview         |
| Ability to develop and maintain excellent internal and external relationships with key stakeholders to share knowledge, build capacity and enhance evaluation practices  | Interview                              |
| Ability to independently lead on an area of work/project   | Interview                              |
| An understanding of Health and Safety  | Supporting Statement/Interview         |
| Knowledge of Safeguarding  | Supporting Statement/Interview         |
| Ability to deal with sensitive and confidential information  | Interview                              |
| Able to work occasional evenings and weekends as required  | Interview                              |



# PERSON SPECIFICATION

| Desirable Criteria   | CV/ Supporting Statements/<br>Interview |
|--|---|
| Maths and English GCSE or equivalent   | CV                                      |
| A level 6 qualification (degree) or above  | CV                                      |
| Experience of creating inclusive environments and practices  |   |
| Health and Safety qualification and procedures e.g. IOSH and COSHH   | CV                                      |
| Good knowledge and understanding of safeguarding, GDPR and ethical considerations when evaluating activities delivered to young people | Supporting Statement/Interview          |
| Experience of the arts/cultural offer in the local and wider area. E.G West Yorkshire, North Yorkshire and Craven.                     | Supporting Statement/Interview          |
| Driving Licence  | CV                                      |

