

CULTURE CENTRAL

CHAIR

Job Description & Person Specification

Background:

Culture Central is the membership-based organisation created to help build a sustainable and resilient arts and cultural ecology and economy to play an active role in the success of Birmingham and beyond. Originally formed by the city's 14 major arts/heritage organisations but now enjoying a much wider membership from organisations and individual artists, Culture Central is a leader and a collective voice for Arts and Culture in the City region. It drives cultural strategy with an ambitious, inclusive and relevant vision for the role of heritage, the arts and artists in society. It acts as a catalyst for generating radical new approaches to investment and sustainability. It brokers partnerships, supports arts and heritage organisations to develop audiences, attracts resources and investment, promotes opportunities for learning and participation and nurtures employment opportunities for regional artists, creatives and heritage practitioners.

We are seeking a Chair to work closely with the staff and Board to lead Culture Central into the next stage of its development in what is an exciting time for arts and culture in the region, as we head towards Coventry City of Culture 2021 and the Commonwealth Games 2022. This voluntary post will in particular support Director Erica Love, who joined the organisation in autumn 2019, in delivering the organisation's strategic priorities.

The Chair role needs to be held by someone independent and not be eligible for Culture Central membership to ensure objectivity.

Current Board

The Culture Central board currently consists of eight highly engaged and experienced members who represent the range of world class cultural organisations and artists operating in the city.

Board meetings are held on average six times a year in central Birmingham, with an additional annual 'away day' dedicated to strategic planning. Some board members also sit on a number of sub-committees, including the Finance Committee, which meets quarterly

Culture Central aims to develop the Board to its full number of 15 over the next 18 months, ensuring the members represent the full range of cultural practitioners in the region alongside leading representatives from a wider range of sectors.

Purpose of the role

The Chair will lead the Board in fulfilling its responsibilities as follows.

Governance

- Setting, approving and supporting a strategic plan for Culture Central.
- Representing the interests of members.
- Fulfilling responsibilities for the effective governance of the company.
- Ensuring that the organisation complies with its governing document, charity law (if applicable), company law and any other relevant legislation or regulations.

- Ensuring the financial stability of the organisation and fulfilling financial scrutiny duties.
- Reviewing major risks and associated opportunities, and ensure that systems are in place to take advantage of opportunities, and to manage and mitigate the risks.
- Making rational and constructive contributions to debate and to make their knowledge and expertise available.
- Ensuring board membership is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to guide the company effectively.

External Relations

- Act as an ambassador for the company and for the arts and culture more generally.
- Use personal influence and networking skills on behalf of the organisation.

Efficiency and effectiveness

- Be fully engaged and ensure that decisions are taken in the best interests of the company.
- Foster and maintain constructive relationships with other board members.
- Guide the Board towards decisions.

Relationship with the Culture Central staff team

- Provide advice and guidance to the Director and staff, if required.
- Be involved in key appointments and the monitoring of performance.

Person Specification

- Demonstrate a passion and commitment to arts and culture.
- Commitment to equality and diversity.
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Ability to foster and promote a collaborative team environment.
- Ability to commit the time and energy required to conduct the role well.
- Experience of or a strong interest in operating at a strategic leadership level within an organisation.
- Experience of or a strong interest in working with or as part of a board.
- Ability to use networks to benefit the development of the company.

Time-Commitment

We envisage that the role will offer support to the Director throughout the year as well as Board Meetings, planning and Advocacy work and will include:

Monthly 1-2-1's with the Director (2.5 hours)

Board meeting and preparation (0.5 days per month)

Advocacy, meetings and attendance at events (1 day per month plus 2-3 evenings)

General oversight and Governance (.5 days per month)

Total: 2.5 days per month

Culture Central will provide admin support via the team to organise meetings and papers as required.

To apply, please send your CV and letter of interest outlining why you are interested in the role and how you meet the job description. For an informal chat, please feel free to contact Erica Love, Director or Roisin Caffrey, Interim chair on info@culturecentral.co.uk

Deadline for applications 5pm 10th March 2020, with interviews week of 16th March 2020.