

NOVEMBER CLUB

**BUSINESS AND
OPERATIONS
DIRECTOR**

APPLICATION PACK

October 2018



www.novemberclub.org.uk



Business and Operations Director (Full Time)

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Who are we?

November Club is an award winning cross-artform performing arts company based in Morpeth, Northumberland.

We make playful and inspiring theatre and installations, telling unexpected stories of all sorts of people and places. Sharing memories, hopes and dreams is part of what we do. Weaving together historical and contemporary themes, our work is always made in collaboration with local people whose own tales become central to our projects.

We bring communities together, to create memorable shared experiences, explore new ideas, meet new people and most importantly, to make new fun.

November Club is a revenue client of Arts Council England (National Portfolio Organisation 2018 – 2022) and currently in receipt of a yearly grant from Northumberland County Council.





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What are we looking for?

We need an experienced and enthusiastic individual to take lead responsibility for the day-to-day management and financial sustainability of November Club.

You'll have experience of working in a senior business and operational role, taking overall responsibility for the company's finances, governance, business development and company operations, including HR, Company Secretary and compliance, and will act as deputy to the Artistic Director.

Like us, you'll be passionate about the arts and the positive impact they can make to our lives, especially in a predominately rural area such as Northumberland. You'll be excited by the challenge to grow the organisation, identifying new sources of income generation and making our ambitious project ideas viable and sustainable.

This is a new senior role within the organisation. The Board is working on plans for beyond the current NPO period which we anticipate will also see us putting succession arrangements in place for the current Artistic Director.





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What difference you will make in the role?

We are a small rural organisation, but we are ambitious, with bold plans to grow our well established productions and projects in Northumberland and across the North East.

This new full time role will be critical to achieving our ambitions; ensuring we maximise our resources; nurture our trusted relationships with established partners, stakeholders and individual donors as well as cultivating new funding streams and building new partnerships to sustain and grow November Club's resilience.

We currently operate on a part-time basis, often missing opportunities due to lack of capacity such as income generation; capitalising on our intellectual property and thoroughly exploiting past successful productions, such as our multi-award winning musical 'Beyond the End of the Road'.





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Who will you be working for and with?

We are a company limited by guarantee and a registered charity
(Charity No. 1016172)

Led by our Artistic Director

We currently have six Board Members who are also Charity Trustees

We are a small team – currently in a transitional structure

You will report to and, when needed, deputise for our Artistic Director.

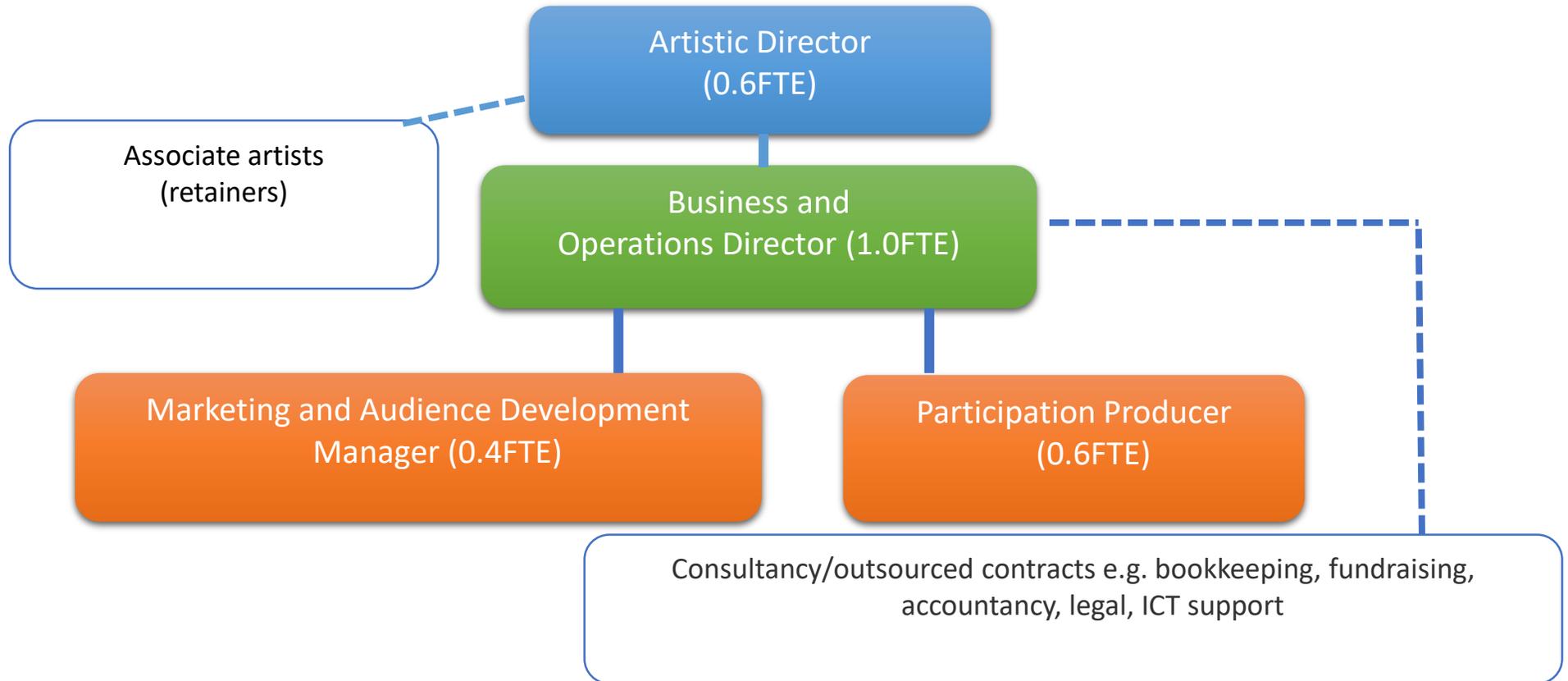
You will manage two part-time employed roles: the Participation Producer and the Marketing, Communications and Audience Development Manager. At times there will also be various freelance contractors.

You will also work closely with our Board of Directors and with our principal funder's Relationship Manager at Arts Council England, ensuring we meet all of our funding agreement requirements.

With a core staff team of four this is an organisation where everyone works together, gets stuck in, takes collective responsibility and strives to make November Club the best it can be.



November Club planned structure





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What will your duties and responsibilities be?

Finance

- To plan and maintain a viable financial strategy for November Club in agreement with the Board
- To be responsible for all aspects of the financial management of November Club, including the creation and implementation of business plans, the presentation of comprehensive management accounts and financial reporting (including risk management) and fulfilment of statutory requirements
- To ensure all projects and productions are planned, budgeted, delivered and evaluated effectively
- Lead and undertake financial reporting to funders and stakeholders

HR Management

- To provide effective leadership of the company's organisational team, overseeing company development and operational management
- To line manage the Participation Producer and Marketing, PR and Audience Development Manager and undertake the recruitment, professional development, working conditions, management and regular performance appraisal of employed staff, ensuring these align with November Club's objectives and policies, in compliance with all regulations, and according to current best practice

Governance and Legal

- To act as Company Secretary; attend, report and take minutes at meetings of the Board of Directors and any committees and working groups; to ensure the timely preparation and distribution of Board papers; to communicate appropriate information to the Board on all matters relevant to the discharge of its responsibilities at and between Board meetings; to assist the Board in the discharge of its governance and other responsibilities; informing Board of legal changes and ensuring they are regularly reviewed at Board meetings and actions are implemented

- Compliance: ensuring November Club complies with all relevant legislation, including employment law, pension provision, charity law, company law, Health & Safety legislation and data protection. To monitor and update existing policies and identify and develop new ones where required
- To issue contracts that meet the relevant industry and legal standards required and create contracts and agreements that protect November Club's interests and Intellectual Property

Operations

- Together with the Artistic Director, to build and maintain good relationships with venues, funders, existing and potential clients, programmers, producers, project partners and audiences, as appropriate
- To work with Arts Council England and ensure November Club fulfills its obligations as a National Portfolio Organisation

Other

- To deputise for the Artistic Director
- Ensure that the development of the company reflects its philosophy and ethos
- Undertake any additional duties as required



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What skills and experience do you need to apply?

You must have:

- An education to degree level or equivalent professional qualification
- Previous experience (at least three years) to demonstrate ability and skills
- Experience of management, co-ordination, preparation and delivery of budget information, including management accounts, to various stakeholders, including Boards of Trustees
- Experience of successfully designing and implementing fundraising strategies that support development; a demonstrable track record of successful fundraising from a variety of sources
- Strong strategic planning and resource management skills
- Experience of managing staff; ability to delegate, negotiate, resolve conflict, be responsive to others and manage performance
- Experience of contract negotiation and management
- Knowledge of Charity Commission and Companies House Requirements
- Excellent interpersonal skills with the ability to relate effectively and appropriately to a wide range of stakeholders
- Excellent written and spoken communication skills
- Good analytical, advocacy and presentation skills
- A genuine commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts
- Expertise in spreadsheets and databases
- An interest in theatre and the arts
- A commitment to the aims and ethos of November Club

It will be good – but not essential – if you also have:

- Experience of working with Charity Trustees
- Experience of working with Arts Council England as a revenue client (National Portfolio Organisation)
- A demonstrable knowledge of marketing, communications and audience development
- Experience of working across sectors, i.e. arts, heritage, museums and libraries
- An understanding of appropriate press and media relations
- Knowledge of Independent Theatre Council / Equity Contracts



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What will we offer you?

- Salary:** £31,000 per annum + a basic workplace pension scheme where we contribute 1% to match your 1%
- Hours:** Full time. Occasional evening and weekend work will be required with time off in lieu
- Contract:** Permanent contract (subject to a probationary period of six months). Post March 2022 the post will be subject to achieving revenue funding targets from Arts Council England.
- Holidays:** 28 days per annum including bank holidays
- Notice Period:** Three months

November Club is committed to equality and diversity which ensures everyone can make best use of their skills, free from discrimination or harassment.





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How can you apply?

To apply please send:

- a **letter of application** saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience meet the job requirements.
- a **CV**, including the names of two people we may approach for professional references
- a completed **Equal Opportunities Monitoring Form**. This is anonymous and will be kept separately from your application and won't play any part in our selection process.
- Please send these by email (Word or PDF format) or by post, addressed to Cinzia Hardy. Please put **B&Ops Director** in the subject line if applying electronically and send to cinzia@novemberclub.org.uk.

If applying by post please send your application to:

November Club, 54a Newgate Street, Morpeth, Northumberland NE61 1BE.

If you would like to discuss the post in advance of applying or if you have any questions about the Job Description please contact Cinzia Hardy, Artistic Director either by email at cinzia@novemberclub.org.uk or on 01670 457808

Critical dates

- Deadline for applications: **5pm on Monday 12 November**.
- Shortlisted applications notified by: **5pm on Friday 16 November**.
- Informal visit to November Club office for shortlisted applicants: **Thursday 22 November**
- Interviews for shortlisted applicants: **Friday 23 November** at the Community Foundation Offices in Gosforth.

The appointment will be subject to successful completion of a probationary period of six months.

We won't hold information you give us longer than necessary and it won't be used for any purpose other than to assess your suitability for the advertised post in line with our data protection policy



NOVEMBER CLUB



Supported using public funding by
**ARTS COUNCIL
ENGLAND**


Northumberland
County Council

www.novemberclub.org.uk

Registered Charity No. 1016172