

Transforming leadership,
inspiring change

Peridot

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Chief Executive Officer

The Civic, Barnsley

Recruitment Information Pack



WELCOME



Thank you for your interest in becoming our new CEO, at The Civic, Barnsley.

We are distinctive arts centre with both performing and visual arts provided in a historic building that stands in the centre of the borough of Barnsley. We exist to provide Barnsley and the surrounding communities with a culturally significant voice.

Our aim is to present a progressive programme that relates to the area with exhibitions and performances that reflect social, political, and economic attitudes while entertaining our visitors.

The Civic is passionate about people of all ages and backgrounds having access to the best arts and cultural experiences on their own doorstep.

Our next Chief Executive will be joining us at a pivotal time for the arts sector as we re-emerge from lockdown, but also with a significant opportunity to develop our offering in a brand-new town centre, ensuring we complement and enhance the work the local council has done to change the face of Barnsley. We have an historic building with plans in place to continue its development and to deliver a new offering by 2023.

We want someone who is aligned to our values, has social purpose in their DNA, and the ability to lead and deliver transformative results, whilst working with and alongside multiple stakeholders.

You will have substantial leadership experience in a complex, multi-stakeholder arts organisation. Adept at navigating and reconciling diverse interests and contrary views, your track record will demonstrate your ability to unify people around common aims and be a catalyst for positive change.

We want a leader who can empower and galvanise their team with a style that is collaborative, inclusive and involving. You will also bring a strong commercial acumen and proven experience in growing and developing new business models. As the development of our building is crucial in the next stage of our development ideally, we will need you to bring experiencing of leading/contributing to capital development projects.

We are looking for someone who has a track record in operating as an impactful and credible ambassador and can convey messages persuasively, with clarity and conviction. Our new CEO will take us into the next phase of our development and will lead the team to deliver our vision.

We want to attract leaders who are brave, curious and bold, are solution focused and forward thinking and genuinely excited by the prospect of reaching our further potential.

For the right candidate, this is an exciting opportunity to be part of an ambitious organisation where your voice, your ideas and your contribution will have a critical impact on our success.

I look forward to hearing from you.

Kind regards,

Steve Wragg
Chair, The Civic

ABOUT THE CIVIC

The Civic is a contemporary arts centre positioned in the centre of Barnsley. It comprises a range of facilities including a 336-seat performance space and events venue, a contemporary design led gallery space, ten creative working spaces that can be utilised as meetings rooms, workshop spaces or business units for creative organisations, office facilities in the front phase supporting key community services, a vibrant café/bistro and three currently unfinished floors ripe for development.

The Civic was created for its community as an asset and resource for them to enjoy, utilise and benefit from. All aspects of the venue are therefore underpinned by the following charitable objectives:

- To advance the education of the public through the promotion of artistic and cultural events and exhibitions
- To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation for the purposes of improving the conditions of life.
- The relief of unemployment for the public benefit in such ways as may be thought fit.
- The retention, conservation, and preservation of Barnsley Civic Hall for the purpose of furthering the objects and the conservation and preservation of other such buildings of historic and architectural importance.
- Such other charitable purposes consistent with the objects above for the benefit of the inhabitants of Barnsley, and the public at large, by such charitable means as the Directors shall determine.

The Civic exists to be extraordinary and prides itself on providing an engaging and diverse artistic programme across a range of genres.

The Civic capital refurbishment project

The Civic Arts Centre currently operates within one third at the rear of the Civic building the Trust manages.

The front Victorian third is let to Barnsley MBC on a long lease for office accommodation this lease comes to an end in the Autumn of 2022.

At the core of the Civic there are just over 22,000 sq. ft of empty space over three floors that are not in use due to being in a shell state. This makes up the central third.

To enable The Civic to grow and become more sustainable a £7.2m refurbishment project is planned.

The proposed scheme will

- Re-instate our original Victorian Entrance on Eldon Street and make the historic features of the building accessible to our audiences.
- Create a new welcoming main entrance complete with new bar, box office and space to relax.
- Create a new Studio Theatre, Events Space, and extended Gallery so we can offer more exciting arts events, exhibitions and shows.
- Create dedicated rehearsal and workshop spaces for more classes and participatory arts activities.

- Create high quality residential apartments in the historic frontage and enable us to give the original façade some much needed care and attention.

There is £1.6m secured towards the £7.2m construction target from BMBC and Historic England as part of the Eldon Street HSHAZ scheme.

The balance needs to be raised to ensure the Arts Centre elements of the scheme can be delivered.

The scheme will be at RIBA Work Stage 3 and submitted for planning consent by June 2021 and some funds have been secured towards the cost of RIBA Work Stage 4.

The below documents can be viewed and downloaded [here](#):

- Artistic Policy
- Business Plan 2021/22
- Financial Accounts 2020

For more information, please visit: www.barnsleycivic.co.uk

LIVING AND WORKING IN BARNLSLEY

Situated to the east of the Pennines, Barnsley is a borough of contrasts, consisting of 10 towns and 23 villages. From the Pennine uplands, it extends eastwards over a varied landscape of wooded valleys, rolling farmland and dispersed towns and villages of the former Yorkshire coalfield.

Much of it is rural and semi-rural in character. Its population of 227,000 is spread over 320 square kilometres (127 square miles), with Penistone in the west, 10 kilometres (6 miles) from Barnsley town centre and 22 kilometres (14 miles) from Goldthorpe in the east.

Two large cities are within easy travelling distance by road and rail; Leeds 40 kilometres (25 miles) to the north and Sheffield 27 kilometres (17 miles) to the south, reflecting Barnsley's position within two city regions.

Geographically, the borough divides into three distinct areas:

- Lying mainly to the west of the M1 motorway is the lightly populated, attractive hilly country centred on the market town of Penistone and two former coal mining villages, Dodworth and Darton, which cover half of the total borough. A relatively affluent area, pockets of disadvantage are nevertheless scattered throughout.
- In the centre lies the urban core of Barnsley. Long famous for its market, Barnsley town centre is the borough's main shopping, administrative, commercial and entertainment centre. This is exemplified by recent developments such as the Digital Media Centre, the Core, Gateway Plaza and the Civic. Projects such as Marketplace Barnsley will continue to transform the skyline over the next few years. Dispersed towns and villages, separated by open land, surround the urban core to the north, south and east.
- Barnsley has a lot to offer everyone who lives and works here. Barnsley has a vibrant town centre, with a cosmopolitan mix of cafés, theatres, museums, art galleries and hotels.

Barnsley's sports and leisure facilities are also superb. There is also the town's renowned 700-year-old market and plenty of high street stores for shoppers.

Culture

With famous places of interest and some fantastic hidden gems, visitors to Barnsley aren't short of things to do. You can watch a performance at the [Lamproom Theatre](#), view fine art at the [Cooper Gallery](#) or take a step back in time at the majestic [Cannon Hall](#) museum. With a cosmopolitan mix of cafes, theatres, art galleries and museums including [Experience Barnsley](#) - an engaging museum about Barnsley created by the people of Barnsley, the town has an excellent offering when it comes to culture.

Shopping

Barnsley town centre is packed full of independent shops, high street stores and is home to one of the best [markets](#) in South Yorkshire. Venturing further into the outskirts of the town and its neighbouring villages, visitors can discover hidden hamlets with excellent shopping opportunities and farm shops stocked with exceptional local produce.

Outdoors

Bordering onto the Peak District, Barnsley has some enchanting outdoor spaces. You can spend a quiet afternoon at [Monk Bretton Priory](#), explore the extraordinary [Yorkshire Sculpture Park](#), stroll through the landscaped gardens at the National Trust's first South Yorkshire attraction - [Wentworth Castle Gardens](#), or cycle along the [Trans Pennine Trail](#). Children will enjoy a family outing to [Cannon Hall Farm](#) to meet the animals and play in the adventure playground.

Town centre

[The Glass Works](#) is the name given to the town centre redevelopment - full of retail, restaurants, cafes and leisure. Work is well underway on this exciting project that will transform Barnsley town centre.

It includes their new:

- town square
- markets
- shopping and leisure space
- community space central library
- bridge and car parking

Barnsley Council

Barnsley is a high performing council with ambition, flair and imagination. They have transformed their relationships with our communities through their award winning [area council model](#), achieved sustainability despite austerity through our [Future Council programme](#), and are revitalising Barnsley through investment in the [town centre](#) and [Principal Towns](#).

Council's plan

Their [council plan](#) for 2021 to 2024 sets out what they aim to achieve over three years. The council plan has been developed by the work that's taken place for the [Barnsley 2030](#) project through a series of activities with residents, businesses, employees and other key stakeholders across the borough, to build a picture of what Barnsley is like now and what they want it to be like by 2030.

Council's performance management

Their quarterly Corporate Plan Performance Report includes updates on their progress in delivering against their priorities, outcomes and key performance indicators. See their latest [council performance](#) report.

Schools in Barnsley

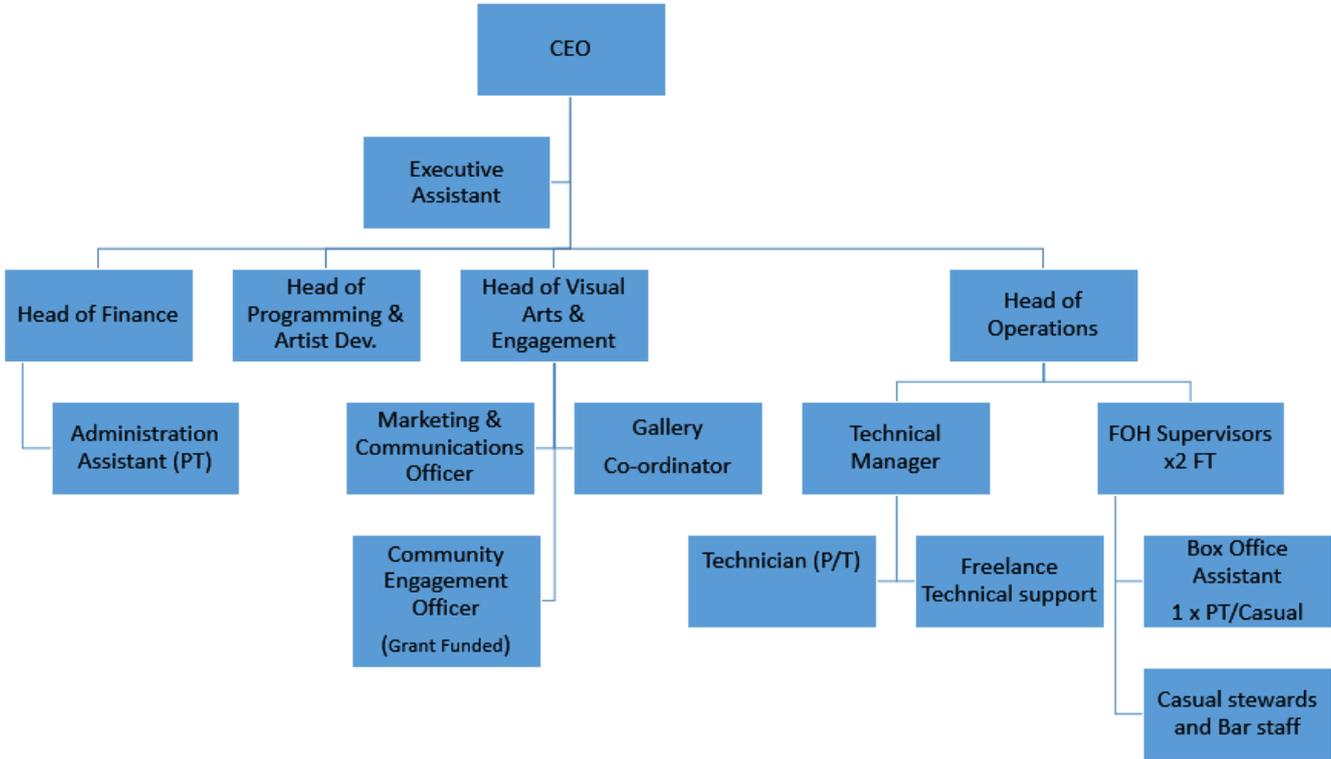
In Barnsley, they have 55 nursery units for children between three and four years of age, which are attached to primary schools. Education for children between the ages of five and 11 is provided in 77 primary schools; 38 of these are academies. For young people 11 - 18, education is provided by 9 advanced learning centres, four of which are academies. Holy Trinity 3-16 Catholic and Church of England (VA) is an all-through school and admits children from ages 3 to 16. Penistone Grammar ALC has its own sixth form (11-18). Two special school academies and one alternative academy provide education for children aged 3-19 who have significant and complex special educational needs. More info can be found [here](#).

Buying a home in Barnsley

Moving to the area? For current home prices in the Barnsley area, there are various websites available that can offer you current listings, including [RightMove](#).

For further information see [Visit Barnsley](#)

STAFF STRUCTURE



JOB DESCRIPTION

Role: Chief Executive

Responsible to: The Board of Trustees

Responsible for: Line management of all Heads of Dept.

Liaison with: Arts Council, Barnsley Metropolitan Borough Council, community/education/tourism and business stakeholders in Barnsley, other regional and national stakeholders

Salary: £45,000 - £50,000, depending on experience

Benefits package:

- Hours - 35 hours a week and generally work flexibly to meet the needs of the business (balance of onsite and home working will be reviewed as COVID restrictions and circumstances change).
- Pension - NEST pension scheme in place for any employees who wish to be part of it. There is auto enrolment for as per the government requirements, with opt out option. Full details of the scheme would be provided for the successful candidate at the appropriate time.
- Annual leave - FT employees receive 26 days per annum (plus bank holidays) plus an additional day for every five years continuous service worked for the Trust.

MAIN PURPOSE OF ROLE:

To provide strong and dynamic leadership for The Civic, working to ensure the organisation meets its charitable objectives and delivers against the artistic vision for the venue.

DUTIES & RESPONSIBILITIES:

Leadership

1. To be responsible for staff leadership, management and administration of the organisation in the execution of the Board of trustees' policies and delivery of the strategic business plan.
2. To lead the development of artistic and creative content to ensure the programme encapsulates Creative Diversity and is appropriate for the audience.
3. To lead and manage a multi-disciplinary team, ensuring the venue operates to the highest possible standards.
4. To ensure a clear business plan and delivery strategy is in place and monitored effectively.
5. To monitor activities against a framework of key performance indicators and report on progress to the Board of Trustees and other stakeholders.
6. To ensure that the organisation has the resources (human, material and financial) that it needs to operate as effectively as possible.

7. To be responsible for the development of the workforce and ensure the HR policy in place facilitates an environment of mutual support and strong work ethic.

Artistic policy

1. To give vision and direction to the artistic development of the organisation and ensure the artistic policy is upheld.
2. To establish strong regional and national networks and relationships that further the artistic development of the venue.
3. To keep up to date on the work of Arts Council England and ensure all opportunities for development and funding are explored.

Organisational development

1. To take an active role in the commercial development of the organisation and in identifying new opportunities for income generation.
2. To seek opportunities to expand and promote the role of the organisation.
3. To maintain effective networks with all principal supporters and stakeholders in the organisation.
4. To ensure the organisation has a strong local and regional profile
5. To develop and sustain effective relationships with the local cultural sector, schools & educational institutions and tourism & hospitality businesses to further the reach of the organisations activities.
6. To secure and manage tenancies for the retail and creative workspaces within the Civic, ensuring all leases are compliant with the requirements of the Charity commission and any other stakeholders with a charge on the building.

Working with the Board

1. To work with the Board of Trustees to ensure the organisation works within its charitable objectives and meets its obligations to the Charities commission.
2. To work with the Chair of the Board to ensure Trustees receive appropriate advice and information on all relevant matters and ensure the Board fulfils its governance responsibilities.
3. To ensure an annual calendar of meetings of the Board and its principal sub-committees is in place.
4. To support the Chair in development of the Board and assessment and recruitment of new Trustees.
5. To support the Chair in ensuring the continued engagement and involvement of all members of the Board.
6. To develop and review organisational policy as directed by the Chair of the Board and ensure appropriate reporting to the Board is carried out in this area.

7. To work with The Chair to ensure that the Board of Trustees formulate and regularly review the organisations mission and strategic business plan to enable them to effectively monitor progress and manage risk.

Finance

1. To work with the Board to ensure an effective financial strategy is in place for Barnsley Civic Enterprise Ltd.
2. Investigate capital and revenue funding sources including sponsorship and public fund-raising, make funding applications, and monitor both capital and revenue budgets seeking appropriate approvals from the Trust Board as required.

General

1. The Chief Executive must ensure they carry out all duties expected of them in compliance with the Health and Safety at Work Act (1974), and subsequent Health and Safety Legislation.
2. The Chief Executive must ensure they carry out all duties with regard to policies relating to information security and the requirement of confidentiality and non-disclosure.
3. The duties and responsibilities outlined in this job description should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities as required by the Board of Trustees, commensurate with the responsibility of the post.

PERSON SPECIFICATION

	Criteria	Essential/Desirable (E/D)
Experience	Proven experience of management and development of a multi-stakeholder arts organisation	E
	Experience in leading multi-disciplinary teams	E
	Management of retail and/or creative tenancies	E
	Significant experience of programming and providing artistic leadership for a combined arts venue	E
	Experience of income generation, and preferably raising capital development revenue	E
	Demonstrable entrepreneurial approaches to organisational sustainability	E
	Demonstrable experience of effective networking, relationship and partnership building	E
Specialist Knowledge	Broad knowledge and commitment to the arts in a social/community context	E
	Fundraising, business planning and budget management	E
	Knowledge of National and European funding streams	E
	Proven commitment to diverse cultural provision and engagement, preferably in deprived communities	E
	Knowledge of charitable trusts and the charity sector	E
	Marketing and audience development	D
Skills	Entrepreneurial and collaborative leadership qualities	E
	Excellent time management and organisational skills	E

	<p>Positive and resourceful, curious and solution focused</p> <p>Engaging and influential communicator able to convey messages persuasively and confidently</p>	<p>E</p> <p>E</p>
Education/Qualifications	<p>Commitment to life-long learning and continual professional development</p> <p>Educated to degree standard or equivalent in an appropriate subject</p>	<p>E</p> <p>E</p>
Additional factors	<p>Ability to work flexible hours including evenings, weekends and bank holidays as required</p>	<p>E</p>

HOW TO APPLY

To formally apply, please submit a CV and supporting statement (maximum 2 sides of A4) that clearly outlines your suitability for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position.

Please send your application to (*inserting "The Civic, CEO - Application" into the subject field*): response@peridotpartners.co.uk

If you would like to have an informal conversation about this opportunity you can contact our advising consultants at Peridot Partners;

- James Hunt (E: james@peridotpartners.co.uk or M: 07711 405 444) or
- Philippa Fabry (E: philippa@peridotpartners.co.uk or M: 07772 902071)

RECRUITMENT TIMETABLE

Closing date for formal applications:	9am, Monday 24 th May 2021
First stage interviews:	Wednesday 2 nd or Thursday 3 rd June 2021
Final stage interviews:	w/c Monday 14 th June 2021

Equal Opportunities Monitoring

Peridot and The Civic are committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete this [equality monitoring survey](#).

The information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone, in line with the new Data Protection Act 2018 launched on 25 May 2018. The information provided does not form part of the decision-making process and will not affect your application.

Data Processing, Protection and Privacy Policy

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