

May 2024

Director

Job Description and Person specification

Introduction

Theatres Trust seeks a dynamic, energetic and proactive individual as its new Director to lead and champion the work of the organisation and deliver its ambitious plans for the future.

The candidate will be leading the development and delivery of the Trust's strategy around its principal activities to ensure Theatres Trust fulfils its potential. Candidates will have the ability to work through influence and persuasion, enabling the Trust's external voice to be expressed loudly and clearly. This will require an individual who commands respect at all levels. The candidate should also be collegiate and able to work with colleagues across multiple functions. The successful candidate will be both strategic and operational in approach, able to be conceptual but also 'hands on' whilst having flexibility and versatility. The Director will report to the Chair of the Trustees.

Background Information

Theatres Trust is the **national advice and advocacy body for the UK's theatres** supporting all forms of theatres, whether old or new, commercial, subsidised or community-run. We believe **people should have access to theatres wherever they live across the UK**, whether in small communities, towns or cities, so they can engage in creative activity and attend live performance.

Established by the Theatres Trust Act 1976 and the Theatres Trust (Scotland) Act 1978 'to promote the better protection of theatres' the Trust is a statutory consultee on planning. Local authorities in England, Scotland and Wales are required to consult the Trust on planning applications for all theatres.

We protect theatres and champion the future of live performance by **advising and supporting our nation's theatres** to develop best practice in **design and management** following the four principles of **resilience, environmental sustainability, inclusivity and placemaking**.

You can find more information about our work on the [Theatres Trust website](#).

Our Vision

Theatres fit for the future

We believe people should have access to theatres wherever they live across the UK, whether in small communities, towns or cities, so they can engage in creative activity and attend live performance.

Theatres have a positive role to play in placemaking, contributing to the local economy and to people's well-being, making our villages, towns and cities great places to live, work and visit.

Theatres are central to the continued health and vibrancy of the theatre sector which depends on well designed and well-run theatres of all scales and styles across the country, nurturing talent, providing platforms and engaging with their diverse local communities.

In order to play this vital role in our communities and in the theatre sector, theatres need to be resilient, environmentally sustainable and inclusive.

Our Mission

Theatres Trust is the national advice and advocacy body for the UK's theatres supporting all forms of theatres, whether old or new, commercial, subsidised or community-run.

We protect theatres and champion the future of live performance by advising and supporting our nation's theatres to develop best practice in design and management following the four principles of resilience, environmental sustainability, inclusivity and placemaking.

Our Remit

Theatres Trust is the national advisory public body for theatres and a statutory consultee on theatres in the planning system. The Theatres Trust was set up by the Government through an Act of Parliament in 1976 and works to promote the better protection of theatres for the benefit of the nation.

The Theatres Trust Charitable Fund supports the work of The Theatres Trust, has the same Trustees and is a charity.

Job Description

Summary of Role

Reporting to the Chair of the Trustees, The Director is responsible for the leadership and management of the Theatres Trust and for developing and delivering its strategic aims. The key areas of responsibility for the Director are as follows:

Strategic

1. Leading on the development and implementation of the Trust's business strategy and any other development plans.
2. Keeping abreast of developments within the cultural and political sectors, identifying opportunities for the Trust's involvement, and being proactive in promoting and developing such involvement.
3. Maintaining and developing further good relations with, and being the key point of contact between, the Trust and other bodies, including: the Department for Culture, Media and Sport, Department for Levelling Up, Housing and Communities, Historic England, National Lottery Heritage Fund, Arts Council England, Local Authorities, theatre sector bodies etc.
4. Taking the lead in negotiations and advocacy when necessary to support specific projects and initiatives in areas such as Theatre at Risk and planning.
5. Developing collaborations with other key partners to ensure that the Trust's reach is as wide as possible.

Profile

1. Being the public face of Theatres Trust and from time to time acting as the spokesperson for press and media supported by the Communications Manager and PR Agency.
2. Taking a proactive role in growing the Trust's profile, primarily through being the spokesperson and advocate, for the Trust, within the various sectors that it covers. Also supporting the communications function, ensuring the development and implementation of a coherent communications strategy
3. Curating and developing a series of events, including the Annual Conference, which ensure that the Trust has a leading role within the cultural sector.
4. Developing networks and advocating for the Trust wherever possible.

Fundraising

1. Overseeing the fundraising strategy for Theatres Trust.
2. Working with Trustees and others to implement the fundraising strategy.
3. Taking a lead on major funding applications for discrete programmes of work.
4. Advocating for the Trust and its work with potential funders.

Governance

1. Working closely with the Chair of the Trust in particular, to ensure that the Theatres Trust and Theatres Trust Charitable Fund are governed effectively.
2. Developing effective working relationships and positive engagement with all Trustees, attending all relevant meetings (Council, and Executive Committee in particular) and taking a lead in ensuring that all appropriate information is available for such meetings.
3. Refresh the Trust's council membership (Trustees), working with the Chair and the DCMS as required.
4. Liaising with the DCMS, ensuring compliance with all information requests and reporting on activity to the same.

Operational

1. Leading and managing the Theatres Trust team, investing in increasing its effectiveness through building and motivating an aligned team of professionals.
2. Overall management of the annual calendar of events which the Trust runs, including Annual Conference, Theatres at Risk launch.
3. Ensuring compliance with all legal obligations and requirements of the Trust.
4. Overseeing the management of the Trust's investment and property portfolios.
5. Having lead responsibility for budgeting and financial reporting.
6. Overall responsibility to ensure that a staff structure is in place that serves the Trust's needs, and which supports staff to realise their full potential.

General

1. Complying with the terms of the Freedom of Information Act, to which Theatres Trust is subject.
2. Engaging proactively with the Trust's general objective of being pre-emptive and advocating in its activity, ensuring that theatres are 'fit for the future'.
3. Maintaining confidentiality and propriety.

4. Undertaking any other duties from time to time which may reasonably be requested.
5. Ensuring that the development and delivery of activities for and on behalf of Theatres Trust are consistent with its Equal Opportunities Policy, the Terms and Conditions of Contract and other company policies.

Employment Terms and Conditions

- The salary for the Director will be negotiable, dependent on experience.
- There will be an initial probationary period of 6 months, during which there will be a one month notice period. Following the successful completion of this, there will be a three month notice period on both sides.
- The place of work will be at the Trust's offices at 22 Charing Cross Road, London WC2H 0QL, but it is expected that the Director will be willing and able to travel across England, Scotland and Wales in undertaking their work. We can offer hybrid working, although attendance at the office on agreed days will be required.
- Our usual office hours are 9.30am to 5.30pm Monday to Friday. An informal flexi-time system is in operation, with the core hours for full-time staff being 10.00 am to 4.00 pm.
- This is a full-time position, based on 35 hours/week, but some evening and weekend work may be required. There is no overtime provision but the Trust operates a time off in lieu (TOIL) system.
- Full-time holiday entitlement is 28 working days paid holiday each calendar year (not including bank holidays which are in addition). Theatres Trust offices are normally closed during the period between 25 December and 1 January inclusive, and this is taken as additional paid holiday.
- Theatres Trust offers a group personal pension scheme where the employee contributes a minimum of 2% and the employer contributes 6%. Employees are eligible to join the scheme after their first three months of employment.

Equality, Diversity & Inclusion

We know that applying for a job is a two-way process, if you have any questions or would like to discuss the role and organisation before you submit your application, please contact our advising consultants at Peridot Partners. We want to make the recruitment process as inclusive and accessible as we can and provide an opportunity for all candidates to show their strengths. If there is more we can do, or if you have particular accessibility needs we would be happy to provide any further support that you may require – please get in touch with us via our executive search partner, rebekah@peridotpartners.co.uk

We encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.

We strongly encourage people with disabilities and people who are from ethnically or culturally diverse backgrounds from across the UK to apply as Theatres Trust is keen for the team and its work to be informed by and representative of the diverse communities it serves.

**THEATRES TRUST
SUMMARY JOB DESCRIPTION**

Director

Organisation	Theatres Trust 22 Charing Cross Road London WC2H 0QL
Service Areas	All
Job title	Director
Line manager	Chair of Trustees, on behalf of Trustees
Line management	Advisers team, Marketing and Communications Manager, General Manager, Development Director, Finance Manager and Consultants when required

Person Specification

Essential Criteria

1. Demonstrable emotionally intelligent people management and team-building skills; a supportive and inclusive leadership style; identifying and alleviating pressure and providing clear prioritisation strategies
2. Excellent written and oral communication skills, with the capacity to engage audiences at all levels and within different specialisms, including the media, theatre operators, politicians, architects, consultants, community groups, acting as advocate and credible voice for the work of Theatres Trust
3. Demonstrable track record in cultivating and nurturing partnerships
4. A consistent track record of leading a team to raise funds from a variety of sources, including individual giving, public bodies, trusts and foundations and sponsorship.
5. Demonstrable track record of devising and implementing effective diversity and inclusion programmes within the framework of an organisations day to day work
6. A track record in setting and delivering on budget demonstrating excellent budgeting skills; an understanding of the principles of sound financial management
7. A passion for theatre buildings and an understanding of the importance of their role within placemaking and the wider cultural and heritage sectors.
8. A background, experience or understanding in any one of the following sectors: theatre, cultural, architecture/building, community enterprise, the sustainable environment and planning, heritage, or another sector who has excellent track record in advocacy with demonstrable knowledge/experience of at least two of the other sectors
9. Ability to travel with flex in working hours, able to work weekends and evenings when required

Desirable criteria

1. Understanding of the operational and governance implications of managing a small charity
2. Knowledge of the workings of both national and local government
3. Good ICT skills, especially competency with Microsoft office
4. A proven commitment to equal opportunities
5. A good network of regional and national contacts within an aligned sector
6. Educated to degree level or equivalent

