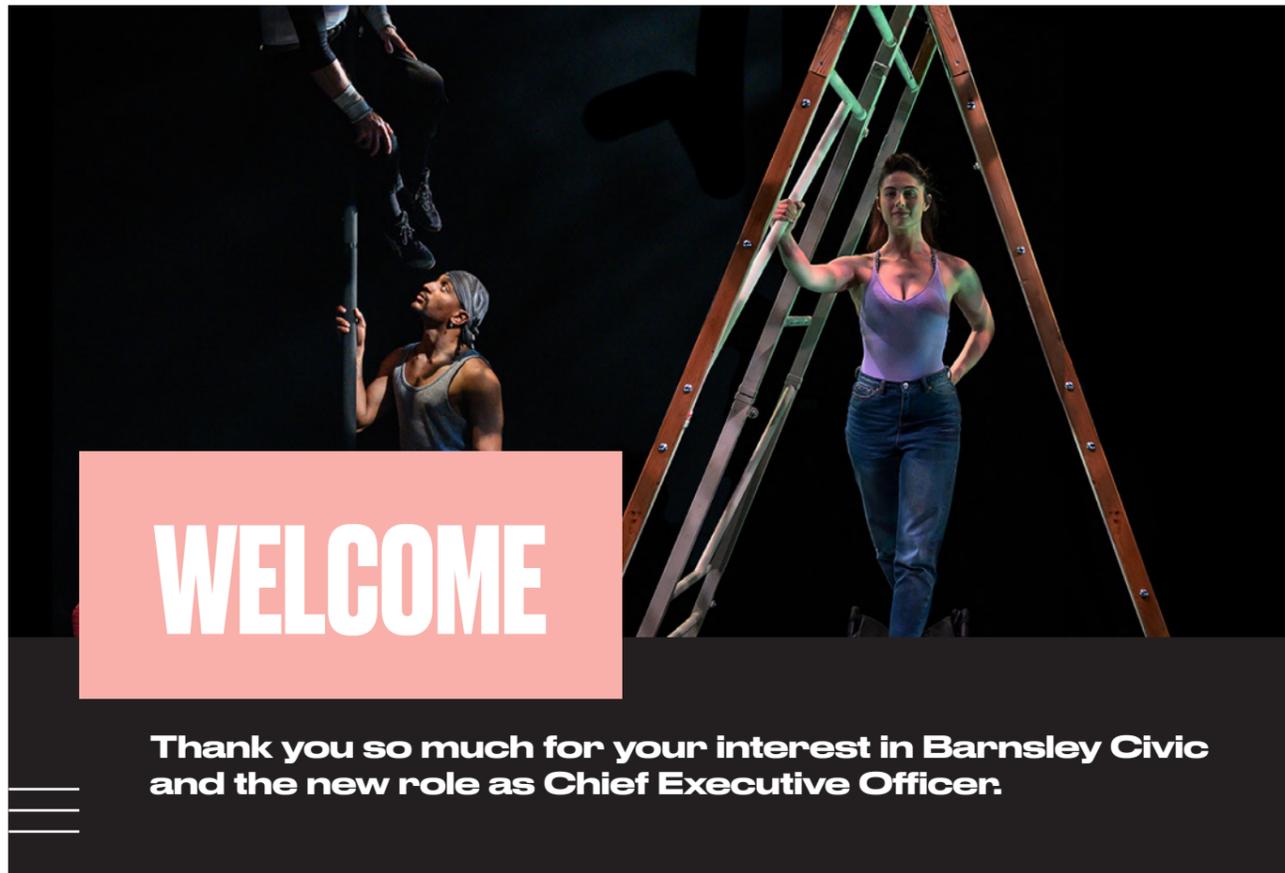




# CHIEF EXECUTIVE OFFICER

**BARNSLEY  
CIVIC**

**INFORMATION PACK**



# WELCOME

**Thank you so much for your interest in Barnsley Civic and the new role as Chief Executive Officer.**

This is a brilliant opportunity for a talented individual who may have been working in a leadership role, although not necessarily at CEO level, to lead our amazing team.

It's an exciting time to join us; In September, we will be reopening our original historic entrance at the front of our building after more than 26 years, including new offices, creative spaces and a new bar following a £3.5m transformational redevelopment project.

This post leads our senior leadership team, who together have the freedom and potential to shape the future of the organisation.

As an audience-focused organisation, we want to reach a larger, more diverse and younger audience from our town, borough and region. We'll do this through incredible performances, contemporary visual arts exhibitions and creative engagement work. This post plays a pivotal role in leading this work. We work with a distributed leadership model, where members from across the team are given the space to lead their own work and supported when required.

Our mission at Barnsley Civic is to co-create high-quality, inspirational cultural and creative experiences, raising aspiration levels for the people of Barnsley, the borough and beyond – that is why we exist.

We are an ambitious, creative and passionate organisation and are looking for the right person to join our family, who will share our commitment to our mission and our ambition for Barnsley Civic to be known as a place that delivers high-quality, fun, enjoyable, inspirational, and enlightening work.

We are a future-focused, contemporary arts centre positioned in the heart of Barnsley town centre.

The CEO will lead us on our journey to inspire more people where they live, transforming the experience of culture and creativity across the borough through a mixture of artistic and commercial work which is appealing and relevant.

We are looking for the right person for this role, someone with the passion to make things happen, a commitment to change and development and the determination to see things through.

You don't have to tick every box of our criteria or have experience in every aspect of the role, we can help you fill in the gaps. More important to us, is that we recruit an ambitious and future-focused individual, with huge enthusiasm for our work, who believes in what we do and who can motivate and inspire others.

This is a fantastic opportunity to be part of something special and really make a difference.

We will provide relocation support for the right candidate if required and give them a big Barnsley welcome.

We look forward to hearing from you.



# ABOUT US

**We are a future-focused, contemporary arts centre positioned in the heart of Barnsley town centre.**

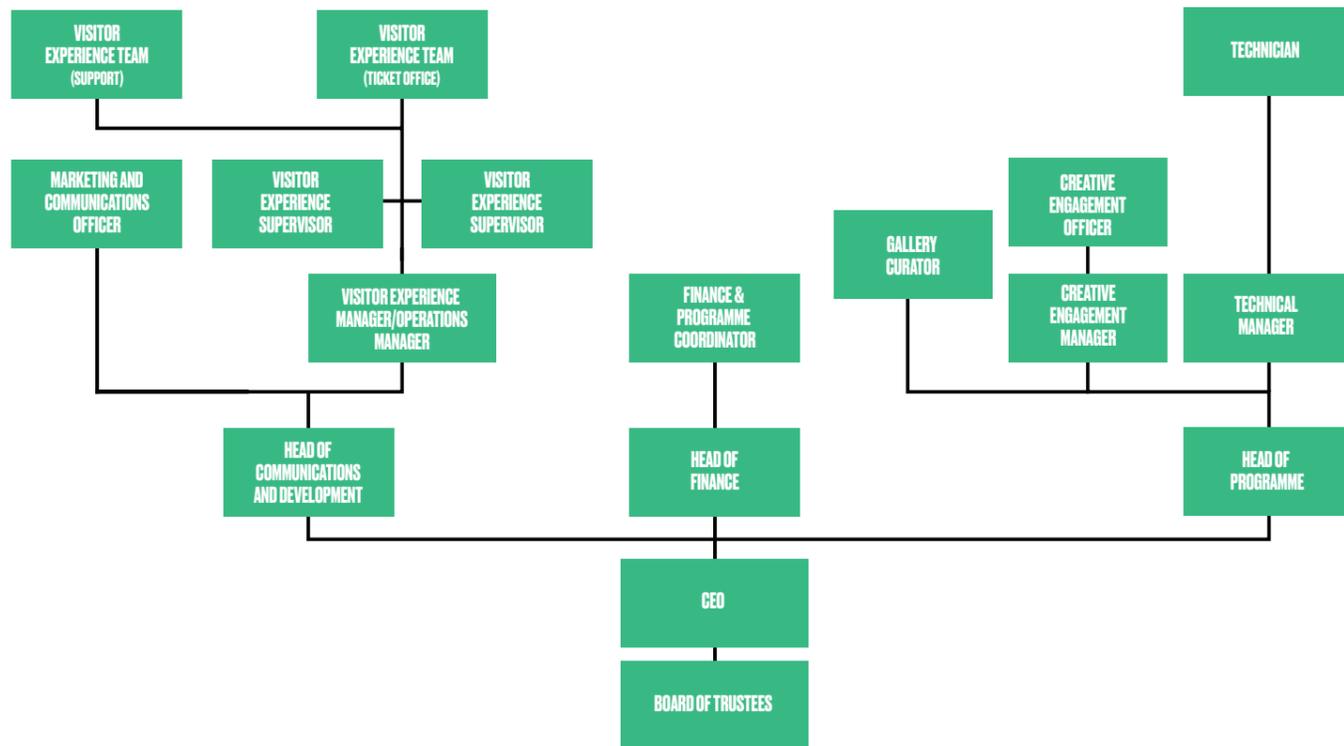
We have a range of facilities including an adaptable 334-seat performance space which can also be an events venue, a contemporary designed gallery space, studio theatre, creation spaces, artists' offices and a community space.

We present a programme of work that we believe is relevant to and will resonate with, the people of Barnsley. This includes music, dance, comedy, theatre, exhibitions and work made especially for families and children. Central to our year-round programme is a range of exciting participation and learning opportunities led by visiting artists and creative associates.

Entering our fifteenth year of operation since reopening in 2009 we are very optimistic about Barnsley Civic's future. Our capital development is now complete, transforming the Eldon Street end of the building, providing a new front entrance with a bar on the ground floor. The first and second floor will be home to Barnsley-based organisations and on the third floor, our exciting new creation space will allow us to host companies in residence, facilitate encounters with audiences and see new productions made in the building.

Our outgoing CEO Anthony Baker brought fresh vision and new energy to Barnsley Civic. He has developed vital new artistic and commercial partnerships, secured additional funding from Arts Council England and the local authority and brought focus and direction to the programme and to the capital project.

# ABOUT US



**We want to work with more people across Barnsley town and borough to offer outstanding relevant resonant, and inspiring cultural and creative activity.**

## WHAT WE BELIEVE IN

- That culture and creativity are a human right (UNESCO – Right to Participate in Cultural Life).
- Playing a role in the cultural and creative lives of the people in our borough.
- Creating outstanding cultural and creative experiences for the people of our borough.
- Sharing our values with the people of the borough and continuously challenging and developing these, to keep pace with the changing nature of our place.

## WHAT WE DO

- We provide people with a programme which is with, for and by the community here in Barnsley, and is relevant and to which they can relate.
- We work with the people in our borough to co-design and co-deliver cultural and creative experiences.
- We support local and regional artists to create work, which is reflective of contemporary Britain, excites audiences and looks outward to the world and illustrates opportunities and possibilities.

## HOW WE DO IT

- Provide a programme of artistic opportunities, visual arts and performances which resonate with and excite the people of Barnsley town and borough.
- Provide great value and accessible opportunities for all people in our town, borough and beyond.
- Have a major focus on delivering work for, with and by those under 30 years of age.
- Provide support and opportunities for artists of all genres, through our artist support programme.
- Work in partnership with organisations that share our ambitions and values to deliver outstanding cultural and creative activity.
- Deliver work across more parts of the borough to reach people where they are.
- Structure our staff team and finances to meet our ambitions.

## WHY WE DO IT

- We are the only arts centre of scale in our borough, we need to reach out to all people with a programme which is of, for and by them, embodying an artistic, cultural, and creative sensibility to which they can relate.
- We support the ambitions of Barnsley Council and the people of the borough to realise their potential and exceed it.
- We have an obligation and a duty to serve the people of our borough and provide cultural and creative opportunities with, for and by them.
- We want to raise ambitions and expectations and change how people see and experience differences and the world around them.
- We want Barnsley Civic to be a centre of excellence and be known as an organisation that places people at the heart of its work through listening, delivering, and supporting their life journeys.
- We have a duty and role to spend public investment in line with our funder's needs and for the benefit of the residents of our borough, delivering cultural and creative experiences which are of, with by and for them.

## OUR AUDIENCES AND PARTICIPANTS

- Culture and creativity can be life-affirming and life-changing – our role is to make these opportunities available to all the residents of Barnsley borough.
- Many parts of Barnsley are challenged by social and economic problems, we can be part of the solution to these through the work we co-create and share with people.
- We are encouraging those under 30 years of age to become involved in culture and creative activity as an audience, participant, and creator.

# A BIT ABOUT BARNLSLEY

**Barnsley is a welcoming, thriving, and vibrant location and is fast becoming one of Yorkshire's most exciting places to live, work visit and explore.**



Living in Barnsley gives you the best of what South Yorkshire has to offer - bustling towns surrounded by incredible outdoor space, it's minutes from the M1 and has superb transport links (train/ bus/ road).

Sitting on the northeast edge of the Peak District National Park, Barnsley is perfect if you enjoy getting out and about.

With picturesque countryside, beautiful parks and gardens (Yorkshire Sculpture Park), stately homes, industrial heritage, nature reserves, the Trans Pennine Trail, galleries, a wealth of public art, and bustling historic markets, right on the doorstep, it has plenty to offer.

There are some fantastic places to set up a home. Like most of South Yorkshire, Barnsley is best known for its rugged stone-built terraced homes but the most popular properties in the area are three-bedroom semi-detached homes - outlining Barnsley's appeal to families.

And with new developments springing up, the town also offers its fair share of newer houses, as well as town centre apartments close to the station for commuters.

Barnsley town centre recently underwent a £220M transformation, bringing a brand-new retail and leisure complex, The Glass Works and a great day, evening and night-time offer. This is driving footfall and business and attracting visitors from across the region.

The town centre is also home to The Seam development, Barnsley's Digital Campus. An urban village will transform the two Digital Media Centres and the Barnsley College Sci-Tech Digital Hub and will be a testbed for innovative ideas, supporting the Barnsley economy to grow, with digital and smart tech at the heart of it.

Across the borough, investment continues, with several major schemes underway and more in the pipeline.

# OUR VISION

Our vision for the organisation is 'We are the heart of Barnsley – a place for all to enjoy amazing cultural and creative experiences'.

Barnsley Civic is an ambitious, creative and passionate organisation. We aim to reach as many people in our town, our borough and our region as possible through incredible performances, contemporary visual art exhibitions and through our engagement work. And we are setting out on an exciting new journey to inspire more people where they live, raise aspiration levels and transform the experience of culture and creativity across the borough.

The future is looking optimistic, with a capital redevelopment plan recently completed which will help reshape and refocus the organisation. Our CEO brought a fresh, new vision and impetus to the organisation, and has developed new artistic and commercial partnerships, secured new additional funding and steered the capital development programme through its development to completion.

Our new five year strategy will enable more people across our borough, who currently have little opportunity to engage with cultural work, to access, experience and enjoy creative activity.

We are exploring opportunities to increase our earned income, become more relevant and visible in Barnsley and the borough, and encourage more people to use Barnsley Civic as artists, as community groups and audiences in our theatre, gallery and other spaces. Our capital work has opened the original front door of Barnsley Civic, providing easy access to and visibility for people living and working in Barnsley, and open up opportunities for both commercial and creative organisations to fully utilise the building.

Barnsley Civic Enterprise Ltd is a registered charity and is part funded by Barnsley Metropolitan Borough Council and Arts Council England.



# CHIEF EXECUTIVE OFFICER (CEO)

## JOB DESCRIPTION

### Staff & Management

- To lead and support the team so that they can deliver to the maximum of their ability.
- Empower the team, identify any training needs and support staff growth and development.
- To keep all essential records up to date e.g. Charity Commission and HMRC.
- To be the spokesperson for the organisation and confident across all media.
- To continuously work on strategy with the Board and staff team, ensuring everyone knows the direction of travel and their role within that.
- To maintain compliance with all legal requirements, such as staff employment, health and safety, charity law and licensing.
- Develop and implement a long-term strategic plan to fulfil the organisation's mission and goals.
- Collaborate with the Board of Directors to establish and review policies, plans and budgets.

### Artistic Management

- Oversee the development and delivery of a diverse and high-quality programme of events, performances, exhibitions, and educational activities.
- Foster an environment that encourages creativity and innovation.
- Ensure programming aligns with the organisation's mission and appeals to a broad audience.

### Operational Management

- Oversee the day-to-day operations of the organisation, ensuring efficiency and effectiveness across all departments.
- Manage senior staff, providing guidance, support and performance evaluations.

### Finance

- To manage the budget and support the Head of Finance.
- To provide financial overviews to the Finance Committee, the Board and staff.
- To deliver a thorough understanding of the day to day finances and to deliver clear financial projections for the years ahead.
- Monitor financial performance, ensuring financial stability and sustainability.

<b>Job Title:</b>	Chief Executive Officer (CEO).
<b>Location:</b>	Barnsley Civic and as determined by the delivery of the role Predominantly office based but some time working from home is acknowledged.
<b>Reports to:</b>	Board of Trustees.
<b>Job Type:</b>	Full-Time (35 hours per week).
<b>Salary:</b>	£53,000-£58,000 (dependent on skills and experience)

## JOB SUMMARY

The CEO of Barnsley Civic is a visionary leader responsible for overseeing the strategic, operational and financial aspects of the organisation. The CEO will ensure the arts centre thrives as a vibrant cultural hub, fostering artistic excellence, community engagement and financial sustainability.





## JOB DESCRIPTION

### Fundraising

- To achieve additional and new funds from businesses and through donations.
- Cultivate relationships with donors, sponsors, and grant-making organisations.
- To agree a clear fundraising strategy with the Board with defined success criteria.

### Partnerships

- To build strong relationships with key partners, currently Arts Council England and Barnsley Metropolitan Borough Council.
- To lead, instigate, develop and maintain partnerships to benefit Barnsley Civic.
- To be a progressive voice for culture and creativity in the borough.
- Cultivate partnerships with local, regional, and national arts organisations, funding bodies and other stakeholders.
- Promote arts education and outreach programs that engage and inspire the community.
- Build strong relationships with community leaders, artists, audiences, and patrons.

### Equality, Diversity and Inclusion

- To be a champion of EDI at the organisation.
- To lead change and development across EDI.
- To be a strong and vocal EDI advocate for the organisation externally.

## PERSON SPECIFICATION

### Leadership and Management

- Empathetic leadership, with a clear belief in teamworking and a distributed leadership model.
- Proven experience of management and development of a multi-stakeholder organisation.
- Knowledge of charitable trusts and the charity sector.
- Excellent time management and organisational skills.
- Positive and resourceful, curious and solution focused .
- Engaging and influential communicator able to convey messages persuasively and confidently.
- Commitment to life-long learning and continual professional development.
- Ability to work flexible hours including evenings, weekends and bank holidays as required.
- Knowledge or understanding of building management and maintenance of a Grade II listed building.

### Skills and Abilities

- Strong leadership and interpersonal skills with the ability to inspire and motivate a diverse team.
- Excellent communication and presentation skills.
- Demonstrated ability to build and maintain effective relationships with stakeholders.
- In-depth knowledge of arts programming and community engagement.

### Artistic and Community

- Significant understanding of programming and providing artistic leadership
- Broad knowledge and commitment to the arts in a social/ community context.
- Proven commitment to diverse cultural provision and engagement, particularly in challenged communities.



## PERSON SPECIFICATION

### Finance and Fundraising

- Experience of income generation and capital development funds.
- Demonstrable entrepreneurial approaches to organisational sustainability.
- Fundraising, business planning and budget management.
- Knowledge and experience of successful applications to significant funding opportunities.
- Thorough understanding and abilities to raise funding from businesses and general population.

### Partnerships

- Demonstrable experience of effective networking, relationship and partnership building.
- Entrepreneurial and collaborative leadership qualities.

### Communications/ Marketing

- A thorough understanding of marketing and audience development.

### Personal Attributes

- Passionate about the arts and committed to the organisation's mission.
- Innovative and forward-thinking with a proactive approach to problem-solving.
- Collaborative and inclusive leader with a high degree of integrity and professionalism.

### Education and Experience

- A minimum of 3 years of senior management experience in the arts, cultural, or non-profit sector.
- Proven track record of strategic planning, financial management, and organizational leadership.



# CHIEF EXECUTIVE OFFICER (CEO)

## PROCESS

Applicant sends up to three pages of A4 (Arial 11pt) of how they meet the job and person specifications and why they are the best person for this role, a completed EDI form plus an up to date CV.

<b>30 July 12noon</b>	Closing date
<b>7 August</b>	First interviews
<b>14 August</b>	Second Interviews
<b>16 August</b>	Decision made

## IMPORTANT INFORMATION

### LOCATION

Barnsley Civic  
Hanson Street  
Barnsley  
South Yorkshire  
S70 1QA

### EQUALITY

Barnsley Civic passionately believes in equality of opportunity and is firmly committed to encouraging equality, diversity, and inclusion throughout the cultural sector. We encourage applications from every part of society and will strive to make any necessary adjustments for the successful candidate and interviewees.

Reasonable expenses can be paid for travel or access requirements.

Distances  
from Barnsley  
Sheffield 20mins  
Leeds 25mins  
Manchester 70mins





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**ARTS COUNCIL  
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Metropolitan Borough Council