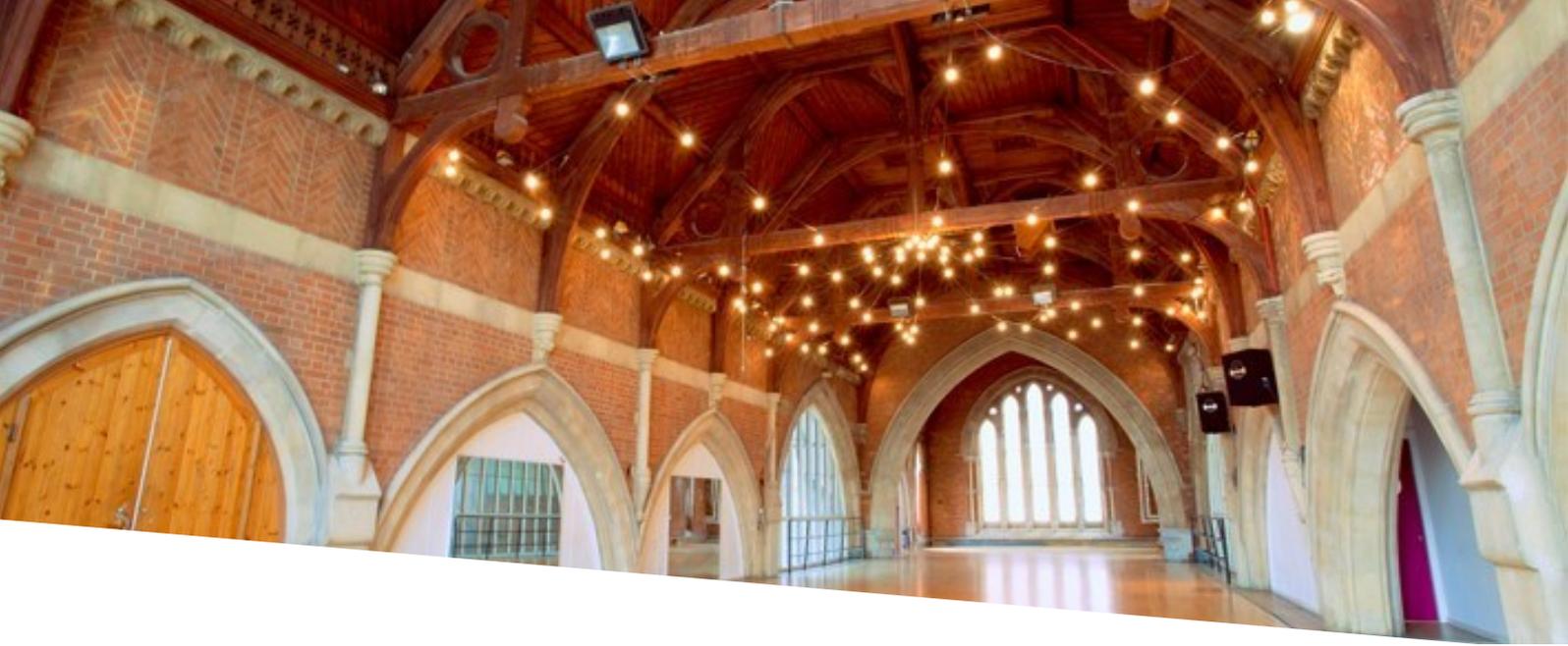


JACKSONS LANE

NORTH LONDON'S
CREATIVE SPACE

APPLICATION PACK EXECUTIVE DIRECTOR / JOINT CEO





WORKING AT JACKSONS LANE

Working life at Jacksons Lane is vibrant and exciting, with our building hosting a wide range of different activities throughout the year. As a small team, we strive to create excellent customer experiences in all aspects of our work, whether that be with our artists, our audiences, participants in our creative learning programme, or users of our studio spaces and facilities.

Our team is made up of a group of highly passionate and enthusiastic people, focused on making a real difference to those individuals that we work with. By recognising the strengths and unique qualities of each member of the team, we work with a generosity of spirit and a respect for each other, acknowledging that we are ultimately working towards the same goals and that it is only through a unified approach that we are able to achieve this.

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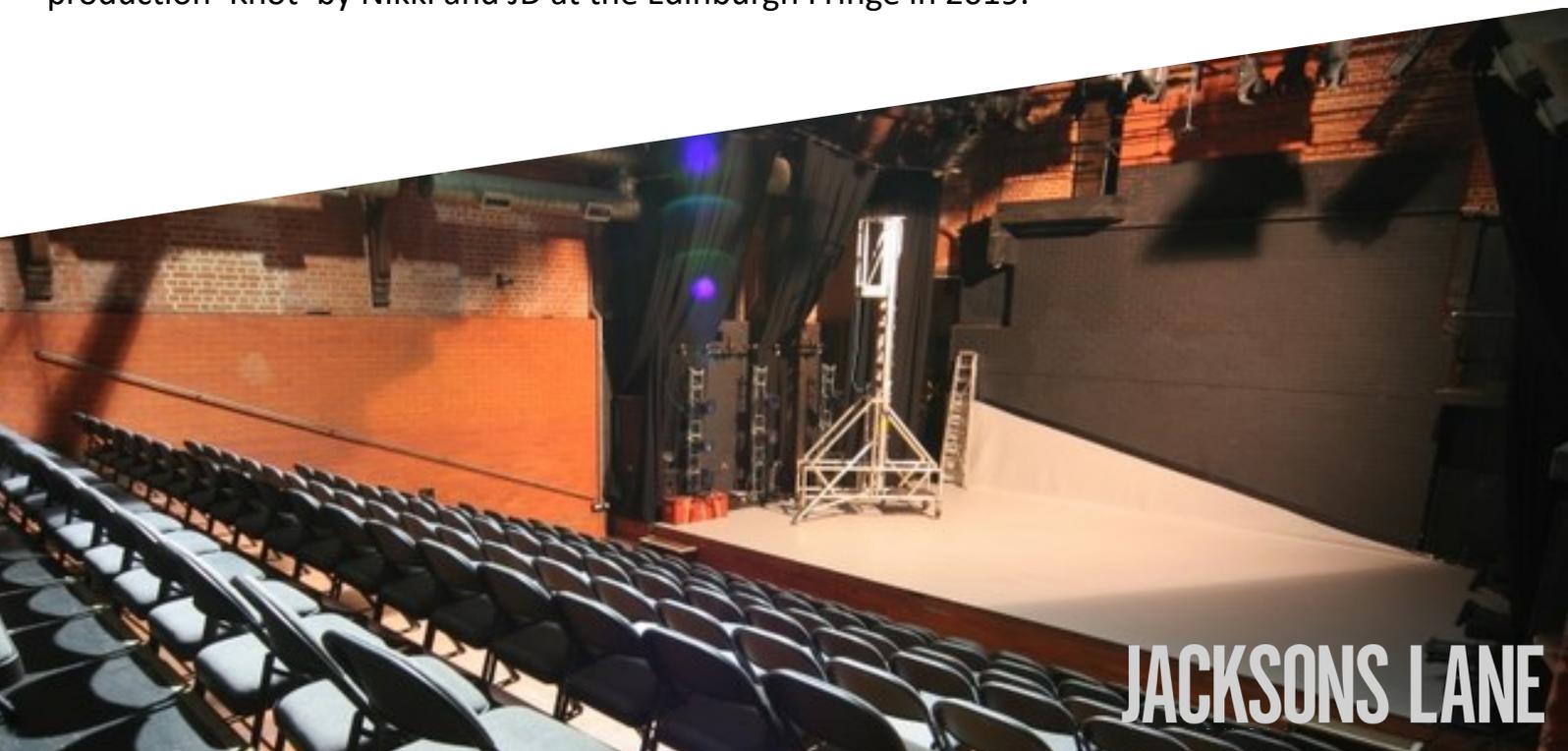
ARTISTIC



Jacksons Lane is the leading presenter, supporter and producer of contemporary circus in the UK. We nurture artists through Artist residencies, mentoring and advice, and by providing theatre space for previews, rehearsals and scratch performances, in addition to premium studio space to devise and rehearse new work. Our recently upgraded 170 seat auditorium hosts a variety of events throughout the year including our own Postcards Festival. As one of the leading venues for the London International Mime Festival we also showcase our other core artistic strand of Physical and Non- Verbal Theatre alongside our programme of Family Performances.

We have strong networks throughout the industry, both nationally and internationally, and we represent Jacksons Lane and the UK Circus scene at a variety of industry events across the world. We are passionate about providing a platform at Jacksons Lane to showcase international work, and currently around 40% of our visiting artists come from outside the UK, representing 60 countries including as far as Australia and Canada.

As an Arts Council England National Portfolio Organisation we also produce and coproduce our own work, which we tour both in the UK and abroad in order to bring British work to an international audience. We have won multiple awards for this work including our highly successful production 'Knot' by Nikki and JD at the Edinburgh Fringe in 2019.



JACKSONS LANE



CREATIVE LEARNING

With its roots as a community centre, Jacksons Lane remains an essential hub for arts and community work in North London. With over 65,000 visitors to our venue each year we work hard to overcome traditional barriers to the arts by collaborating with our community partners and funders to make the arts more accessible. We focus on using the arts to increase confidence, reduce isolation and improve overall wellbeing.

Our comprehensive Creative Learning programme works directly with over 1,000 people across all ages each year and provides creative and wellbeing activities to older people in supported housing schemes, theatre projects that focus on women's safety and a range of activities for young people including JL Circus, a series of workshops and classes teaching circus skills to young people. Our work has continued online throughout the pandemic through the 'Quarantine Sessions' and 'Lockdown Lunch' with great success. Feeling Good is Jacksons Lane's project to help reduce social isolation as a result of the COVID-19 pandemic. We partner isolated and vulnerable people with friendly volunteers, and through regular conversation and creative and wellbeing activities our beneficiaries gain confidence and are able to reconnect to their community.

Since it began 46 years ago, Jacksons Lane has also run an event on Christmas Day, each year inviting socially-isolated older adults to our building and providing them with food, gifts and entertainment. This year, despite the restrictions imposed by the COVID-19 pandemic, we were still able to reach out to 300 older adults across our area through a delivery service of food and gifts while still providing the all important social contact and friendly conversation.



JACKSONS LANE

OUR NEXT CHAPTER

In order to continue our vital work and to ensure we are well-positioned to meet future demands, Jacksons Lane closed in November 2020 to begin work on a long anticipated Capital Refurbishment project. The works have been designed to reimagine the spaces in our home on Archway Road, to enable us to provide an exceptional cultural experience for everyone who visits our venue. The building, nearing completion, is now fully accessible with increased environmental sustainability.

The much needed renovation has improved our studios and theatre for both our artists and audiences. Our upgraded building and facilities are now more welcoming and user friendly for all our guests. to all visitors and users.

Our new facilities bring increased opportunity to build on our work as the leading circus venue in England and increase our financial sustainability in the lead up to our 50th birthday in 2025.



JOB DESCRIPTION

Responsible to:	Board of Trustees
Responsible for:	General Manager, Finance Manager, Hires & Events Manager and Freelance staff employed for specific projects.
Hours of work:	Core working hours are 10.00am-6.00pm Monday to Friday. Out of office hours (including week ends, evenings and early mornings) will occasionally be required, however a time off in lieu (TOIL) system is in operation.
Contract period:	Full time
Remuneration:	Up to £50,000 per annum
Annual Leave:	28 days/annum including public holidays. <i>(Holiday year runs April-March)</i>

Main objectives of the post:

The Executive Director works alongside the Artistic Director in a joint leadership role to deliver the strategic development and future success of Jacksons Lane. The Executive Director is responsible for the financial, operational and business management of the organisation and for creating an environment in which artistic excellence can flourish.

Main responsibilities of the post:

- Work with the Artistic Director to review and deliver the organisation's strategic and business plans ensuring the long-term sustainability of the organisation
- Ensure the sound financial management of the organisation, successful delivery of core funding agreements, and the management of its business resources - human, financial, administrative and physical.
- Be responsible for managing and progressing fruitful relationships with a wide range of stakeholders locally, nationally, and internationally, to further the organisation's business objectives and to support the Artistic Director in furthering its artistic strategy.
- Lead on the development of the long-term partnership with Haringey Council and other key stakeholders and support the Artistic Director who leads on the relationship with Arts Council England.
- Be responsible for the cultivation and successful stewardship of donors, funders, and sponsors as well as seeking out opportunities for new business partnerships.

Outline of Responsibilities as Joint CEO

- Make a major contribution to the development of the organisation's vision, values, strategy and business plans.
- Establish and develop excellent working relationships with key stakeholders, including current and potential funders, at local, regional and national levels to obtain their support for all Jacksons Lanes' activities.
- Develop organisational capacity, with a focus on increasing the quality of output, staffing and delivery structures.
- Lead, line manage and support the Senior Management Team.
- Ensure the efficient, prudent and solvent financial management of the Company, instilling a culture of financial rigour.
- Develop and implement an effective strategy for internal and external communication.
- Develop appropriate impact methods for the work of Jacksons Lane.
- Identify Jacksons Lane long-term financial needs and develop plans to ensure these are achieved through fundraising and other strategies to maximise earned income
- Ensure the organisation complies with all statutory regulations and is a best practice model for diversity and inclusivity
- Work with sub-committees of the Board as appropriate

JOB DESCRIPTION CONTINUED...

Outline of Responsibilities as Executive Director

Strategy & Business Planning

- Deliver the business objectives of Jacksons Lane's three-year business plan and its targets, keeping trustees and stakeholders updated on issues.
- Drive the process of developing and reviewing the business plan against agreed KPIs' and the risk register to ensure its successful implementation and evaluation, involving the Artistic Director regarding overarching CEO responsibilities.
- Develop and implement new areas of business and significant new projects.
- Ensure key policies and processes are in place including good practice in the areas of equality, inclusivity and diversity, professional development and environmental sustainability.
- Oversee processes for effective recruitment, employment and staff development
- Lead the management of cross-organisational risk management.
- Prepare reports on the recent capital project as required by funders and the Board.

External Relationships and Stakeholder Management

- Develop and manage Jacksons Lane's key business and strategic partners. Take the lead on the relationship with Haringey Council and support the Artistic Director who leads on the relationship with Arts Council England.
- Build positive relationships within the arts and charitable sector in the UK ensuring the Jacksons Lane is at the forefront of developments and an advocate of best practice as a key strategic leader in the arts and creative learning sectors.
- Manage and complete funding applications, funding agreement negotiations and reporting requirements for Arts Council England and Haringey Council and other funders.
- Support the Artistic Director to practically develop Jacksons Lane's presence and reputation across the arts sector both nationally and internationally, including through new partnerships.
- Build Jacksons Lane's positive long-term relationship with local communities and the VCS
- Work with the Marketing Manager to ensure consistent communication with Haringey Council

Finance, legal and HR

- Develop and maintain a secure funding base by generating maximum income from a wide variety of sources within the context of the organisation's organization's strategic goals including through the earning potential of the Jacksons Lane facilities.
- With the Finance Consultant, ensure the timely preparation and presentation of accurate management accounts, forecasts, detailed annual budgets and other reports as required for the Board and its Finance Committee and funders
- With the Finance Manager, develop and oversee internal financial regulations to ensure effective financial control, restricted funds are used in line with funders requirements, and taxation and VAT issues are successfully managed.
- Ensure the smooth running of the annual audit, in conjunction with the Finance Manager
- Manage resources efficiently to ensure Jacksons Lane achieves value for money in all aspects of its work
- Review all policies and procedures ensuring they are updated regularly and reflect changing governmental policy, statutory regulations and best practice.
- Oversee the HR function

JOB DESCRIPTION CONTINUED...

Venue Management

- Line manage and support the General Manager to ensure that the building is managed in accordance with the lease, legal, health and safety and licensing regulations and that it is maintained to a high standard.
- Ensure excellent customer care for visitors is provided at all times and is embedded in the work of all staff.

Business Development, Fundraising and Sponsorship

- Set fundraising and sponsorship targets with the Board as part of our revenue and capital fundraising strategies
- Manage the Hires Manager to develop long term strategies to maximise revenue targets which are balanced with community access to the building
- With the Hires Manager develop long term strategies to drive revenue targets that are balanced with community access to the building
- Work with the Artistic Director and Head of Creative Learning on preparing fundraising bids.
- Write and manage funding bids to existing or new public sector funders, Trusts and Foundations to fulfil revenue and capital fundraising plans
- Drive the process of developing and reviewing funding agreements working closely with the Artistic Director on project funding for artistic work

Leadership and Governance

- Lead, manage, motivate and develop direct line reports, providing support to achieve their objectives
- Manage the board reporting cycle including drafting reports, compiling agendas and overseeing the actions agreed at Board meetings
- Ensure all external reporting for Charity Commission and Companies House is undertaken

Artistic Programme and Creative Learning

- Support the Artistic Director in developing distinctive and ambitious programmes of work.
- Support the delivery of organisation-wide artistic evaluation, including formal and informal critical review.
- Work with the Artistic Director to build strong creative relationships and partnerships, as well as exploiting the further life of work produced at Jacksons Lane and cultivating a healthy network of touring venues.
- Work with the Artistic Director and Creative Learning Lead to develop the Creative Learning Strategy and programme

General

- Undertake personal training and development as required.
- Undertake other tasks as may be reasonably required by the Board.

PERSON SPECIFICATION

<u>Experience</u>	Essential	Desirable
Significant successful experience of managing an arts venue and staff. (Ideally an NPO)	X	
Proven experience of managing the accounts and financial responsibilities of an organisation with an income of approximately £1million	X	
Demonstrable experience of strategy setting and business planning	X	
Demonstrable experience of developing and maintaining good working relationships with funders and key stakeholders, including ACE and a local authority	X	
Demonstrable experience of overseeing, coordinating and writing fundraising bids for revenue projects.	X	
Proven experience of working with and servicing a board.	X	
Experience of reviewing, developing and implement up to date policies and procedures	X	
Experience of reporting on capital projects		X
<u>Skills</u>		
Excellent practical financial skills with an ability to understand and comment on accounts and budgets	X	
Exceptional communication, negotiation and interpersonal skills.	X	
Native level English	X	
At least intermediate level in Microsoft Office, Excel and databases. Xero and internet banking.	X	
Proven ability to recruit, manage and develop staff	X	
Entrepreneurial approach to business development	X	
Excellent stakeholder management skills	X	
<u>Knowledge</u>		
Knowledge and Understanding of Creative Learning Work	X	
Demonstrable understanding of legal requirements around running a venue	X	
Good understanding of financial procedures and systems	X	
<u>Personal attributes</u>		
Proven ability to work in a collaborative way with a wide range of people including staff, funders, stakeholders and a capital development team	X	
Ability to work successfully in a joint CEO capacity	X	
An empathetic and effective leader of diverse teams and a venue	X	
Ability to show initiative, think on your feet and deal with daily issues whilst meeting multiple deadlines	X	
Very high level of accuracy and attention to detail	X	
Willingness and ability to work evenings and weekends as required	X	
Confidential and discrete manner	X	
Highly resilient and tenacious	X	
Interest in and knowledge of community engagement	X	
Interest in and knowledge of Contemporary Circus		X

APPLICATION DETAILS

Jacksons Lane has a strong commitment to increasing the diversity of our staff. With this in mind, all candidates who indicate that they are from an ethnically or culturally diverse background, and who feel they meet the Essential Criteria of the Person Specification will be guaranteed an interview.

To apply for the role:

- 1) Complete the Application Form
- 2) Complete an Equal Opportunities form
- 3) Send both documents to recruitment@jacksonslane.org.uk, including 'Executive Director' in the subject line of the email.

Both forms are available on our website, alongside this recruitment pack. Should you need to submit your application in another way for accessibility reasons please do get in touch.

Application deadline	Sunday 27th February 2022
Interviews (via Zoom)	Thursday 3rd/Friday 4th March
Preferred Start date	Monday 4th April

If you wish to discuss the role before you apply, we would like to invite you to attend an informal 1:1 Zoom chat with our current Executive Director on Wednesday 16th February. To take up this opportunity please email recruitment@jacksonslane.org.uk to arrange a time.

We will respond to all applicants, and contact after the closing date to invite to interview should your application be progressed to the next round.

Interviews will take place online via zoom, with questions sent out 12 hours in advance to allow for preparation. Should you have any specific requirements for the interview process, please do get in touch.