



Arts Network

Chief Executive Officer - Application Pack

Introduction to Arts Network and the role

Arts Network is a user-led, community arts charity that provides an inspirational and understanding environment for people with mental health support needs in South East London. Our creative programme includes access to our studio space and art workshops in Lewisham and Southwark, alongside hosting public exhibitions and events, visiting galleries and volunteer opportunities.

We treat people as individuals to create an inclusive community in which they can develop their interests and personal goals. We respect the diversity of each individual's experience and we empower people to challenge themselves with kindness and self-compassion. Co-production is at the heart of what we do, and we always centre the ideas, skills and practices of individuals in our community.

Since becoming a charity in 2012 and under the dedicated leadership of our founder, Mo Saunders, Arts Network has grown from strength to strength. Enabled by the passionate work of our staff team and volunteers, Arts Network continues to develop its reputation as a thriving local charity championing individuals and raising awareness about mental health.

After a period of growth and key achievements including supporting hundreds of beneficiaries through the pandemic with our Stay Connected programme which included online workshops and a monthly magazine, and piloting outreach work in Southwark, 2023 has been a time of transition for the charity. Mo Saunders stepped back as Chief Executive and Charlotte Wilson, who began working with Arts Network in 2021, moved into an Interim Director role. Charlotte was tasked with sustaining the momentum gathered over recent years whilst establishing ways of working which will enable continual development and sustainability for the charity.

Arts Network is now preparing to move into a second phase of growth and development. This will involve three main areas of work: firstly, having successfully been awarded a grant from the National Lottery's Reaching Communities fund to deliver the Create & Connect programme over the next three years, which will involve engaging with some 5000 people across South East London, with a focus on three strands of work:

- Continuing long-term engagement with people with severe mental health problems through our Studio Membership.
- Running short, flexible creative workshop courses across South East London, designed to welcome those with mild to moderate mental health problems.
- Engaging with our wider community through public workshops, open days and exhibitions to foster greater understanding and support for those struggling with mental ill health.

Secondly, we are exploring partnership working with the South East London Integrated Care System and developing our evidence and impact practice to ensure that we provide the best support to those most in need across Lewisham and Southwark. And thirdly, we are continuing to build our presence in Southwark in preparation for moving into new leasehold premises in Walworth in 2026. This will become the main base for the charity, which we will operate as a flexible and creative community hub, alongside studio space in Lewisham.

It is with these plans in mind that we are now seeking a permanent Chief Executive, who can dedicate their expertise and passion to Arts Network and effectively and compassionately lead the charity into its exciting next chapter.

Job Details

Job Title:	Chief Executive Officer
Reporting to:	Board of Trustees
Salary:	£28,704 pro rata (£41,860 FTE), PAYE
Hours:	24 hours per week. This may be worked flexibly across the week, however the postholder will be expected to be available and usually on-site during our core working days of Tuesday – Thursday. Evening and weekend work will also occasionally be required, where time off in lieu will be given.
Contract:	Employee (permanent)
Line Management:	Two staff and freelancers
Annual leave:	28 days including bank holidays (equating to 19.5 days pro-rata)
Location:	Arts Network is currently based in Lee Green, at 8-12 Eltham Road, London, SE12 8TF. However, it is likely their location will move by the end of 2024, to temporary accommodation within the London borough of Lewisham, pending their planned permanent move to Walworth, in 2026. There is also a requirement to occasionally work at partner venues across London.

Role Purpose

The purpose of the role is, as Chief Executive, to lead Arts Network through its next stage of development and achieve its strategic objectives in accordance with the requirements of the Trustees and with a focus on increasing service delivery, partnership working, evidencing impact, premises development and strategic fundraising. This will include managing its relocations, both temporary and permanent.

Key Responsibilities

Strategic direction and leadership

- **Strategic and business planning and management**
 - Be responsible for leading the vision of the charity to ensure success in its next stage of development.

- Focus on user-leadership, inclusivity, quality and impact across the charity and its projects.
 - Work with the Trustees to develop, deliver and monitor the charity's Strategic Plan, with a focus on creating a cohesive and sustainable plan that ensures Arts Network continues to deliver inclusive, high-quality and relevant work with its beneficiaries. Advise the trustees on risk, developments and opportunities as they arise.
 - Produce, implement and evaluate effective performance of the charity's key strategic, financial, business and HR activities.
 - Manage the anticipated relocation process.
- **Governance**
 - Work closely with the Trustees to support strong governance that ensures the organisation meets its legal responsibilities, charitable objectives, strategic priorities and operational goals. Review policies and procedures to reflect current legislation, guidance and best practice.
 - Support the Trustees to fulfill their responsibilities by maintaining open communication and engaging with regular meetings, including preparation of reports for review.
 - Work with the Charity's freelance accountant and the Trustees to prepare annual reports and financial statements, completing returns to Charity Commission and Companies House.
- **Leadership of team**
 - Role model inclusive leadership across the organisation, ensuring staff are supported to achieve their potential through an effective framework of development and supervision.
 - Continue to develop our strong, forward-thinking culture that inspires and supports team members, focusing on collaboration, teamwork and flexibility.
 - Line management of Creative Programme Manager, Communication and Engagement Lead, and freelancers including a fundraiser.
 - Identify and undertake training opportunities that support your own personal development and that of the charity.

Partners and stakeholders

- Actively seek out and develop new, relevant partnerships with stakeholders whose ethos aligns with that of the charity, for example cultural, health or community groups and organisations, statutory bodies and local authority teams and funders.
- Maintain strong relationships with our existing partners, ensuring compliance with existing commitments and maximising potential for further collaboration.
- Ensure the charity is listening to and influencing conversations and developments in the arts and mental health sectors whilst being responsive to community needs.
- Keep up to date with changes in legislation, guidance and national and local strategies relevant to mental health.

Sustainability and financial management

- Work with the Trustees and freelance Fundraiser to continue to develop the charity fundraising strategy and a sustainable income model, with a focus on diversifying income streams and increasing reserves.
- Lead on setting and reviewing budgets, maintain and monitor cashflow systems and produce management account reports, for regular review by the Trustees.
- Work with our freelance Fundraiser to develop high quality and relevant funding applications, for core and project income, holding responsibility for grant awards and related reporting.
- Work with the Trustees to ensure risks are managed effectively, with due diligence being carried out before committing to contracts.

- Work with the Trustees to ensure the charity's assets and reserves are managed effectively and appropriately, with an immediate priority being to increase unrestricted income.
- Ensure effective delivery of banking, payroll and HR processes, including the use of Xero financial package.

Operational management

- Manage buildings, leases, insurance and contracts, ensuring compliance and value for money for the charity.
- Lead on the planning and logistics of the charity's upcoming premises move and expansion into Southwark, expected to take place from 2024 – 2026, for which there is potential to work with a freelance project manager (funding dependent).
- Ensure compliance with Health and Safety policies and processes.
- Work with the small staff team and volunteers to contribute to the day-to-day operation and maintenance of the charity and its premises.

Skills, knowledge and experience that will be important for this role

Essential

- Evidence of a strong alignment with the mission of Arts Network, with a commitment to social inclusion, user-leadership and an understanding of intersectionality.
- Experience of working with people with mental health support needs, adults at risk (vulnerable adults) and/or individuals facing barriers to accessing mainstream services.
- Experience of leading a team, most likely in the charitable, arts or health sector, with a proven record of supporting development and of empowering others and working inclusively and collaboratively.
- A strong understanding of strategic business planning.
- Proven record of good project management, delivering to time and budget.
- Expertise in charity finance, including experience of managing budgets, cashflows and reporting.
- Expertise in fundraising, including examples of successfully increasing an organisation's income.
- Experience of impact measurement and reporting qualitative and quantitative outcomes for stakeholders including Trustees, beneficiaries and funders.
- Proven record of working in partnership and developing relationships
- Excellent time management skills with the ability to maximise efficiency and manage a varied workload.
- Effective communication, networking and negotiation skills, with the ability to adapt for diverse audiences and stakeholders.
- Excellent interpersonal and listening skills, with the ability to manage situations of distress, crisis and conflict in an empathetic and patient manner.
- Ability to be proactive and agile, with a proven record of adapting to challenges.
- Understanding of and commitment to safeguarding, data protection and equal opportunities laws and principles.

Desirable

- Experience of managing or assisting an organisation to move and set up premises.
- Connections to communities and relevant stakeholders in South East London, particularly Lewisham and Southwark.
- Experience of reporting to and working with a Board of Trustees.

How to apply

Please provide the following:

1. Either a covering letter or a short video or audio recording clearly outlining how you meet the Role Purpose and the Skills, Knowledge and Experience that are important for the role. Letters should be no longer than two pages and recordings should be no longer than five minutes.
2. A CV including details of two referees

Applications should be sent to jobs@artsnetwork.org.uk with “CEO application” in the subject line.

To request an informal conversation about the role, please email our Interim Chair of Trustees, Gill Phillips at jobs@artsnetwork.org.uk.

Equal Opportunities

Arts Network recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We aspire to have inclusive working experiences and an environment that reflects the audience we serve, where our people have equal access to career development opportunities, their voices are heard and can contribute to our future.

Arts Network particularly welcome applications from people who identify as disabled, of the Global Majority and/or people from a lower socio-economic background, as these people are currently under-represented throughout the arts and mental health sector and reflect our charity and wider community.

We can support with any adjustments for anyone who needs it, to make applying for this role easier. If necessary, please get in touch to let us know how we can support you. This will not influence your application.

The successful applicant will be required to provide evidence of a recent enhanced Disclosure and Barring Service (DBS) check. Arts Network will carry out a DBS check if no recent certificate is available.

Deadline for applications: **Monday 12th February 2024**

Interviews:

First stage interviews:

week beginning 19th February, to be held online

Second stage interviews:

on or after 29th February, to be held at

Arts Network, 8 – 12 Eltham Road, London, SE12 8TF