

**ACTION
TRANSPORT
THEATRE**

**Executive Director
Recruitment Pack**

August 2019





“Sheer bliss from beginning to end”

- Northern Soul on *Little Red and the Big Bad Wolf* ★★★★★

“Take your children to see it, take everyone you know”

- A Younger Theatre on *Happily Ever After*

“A gift to Children of all ages” ★★★★★

- The Stage on *The Jungle Book*,

“ATT have once again proven themselves as leaders in their field”

- Reviews Hub on *STATik* ★★★★★

‘Collaborating with children and young people to make world-class theatre, merging the *playful* and *political* and exploring new ways of storytelling’

Action Transport Theatre (ATT) is an award winning young people’s theatre company based in Ellesmere Port, Cheshire and part of Arts Council England’s National Portfolio. Our pioneering work ‘for, by and with’ children and young people has earned the company a strong reputation as leaders in the field.

Participation is at the core of what we do and we share our work locally, regionally and nationally in order to inspire and transform with our work, made ‘in the port’.

Annually, our professional touring work, co-productions, visiting programme and participatory activity reaches around 15,000 people. We aim to ‘blur the boundary’ between our professional and participation work, with artists and young people working side by side in order to make authentic new work.

With its 30-year track record, ATT is at a pivotal point in its journey, the company is looking forward to a major capital programme which will transform its venue Whitby Hall in Ellesmere Port, into a world class arts space for children, young people, families and wider communities.

An investment of £2.2M from Cheshire West and Chester Council for phase 1 of the programme, scheduled to begin in January 2020, will include a new 150 seat studio- theatre and refurbished building and cafe, signaling a new era which will strengthen the company’s local, regional and national reputation as well as providing new opportunities to build on international links.

ATT is currently recruiting an **Executive Director** to play a key strategic role at this time, supporting the company through this exciting period of growth and development working alongside Artistic Director, Nina Hajianni and the ATT team.

Our 3 strategic objectives for the next cycle;

- The transformation of Whitby Hall in Ellesmere Port leading to the transformation of the Town

Working with Cheshire West and Chester Council and local and regional partners, our aim is to broaden and strengthen our local offer through a diverse and exciting, arts-led programme including through our town wide, annual **Ellesmere Port Family Festival**. Our partners include Civic Hall, Ellesmere Port Library, Cheshire College South and West, The Proud Trust and local schools; most recently working with St Bernard’s Primary School as co-producers for our new show ‘Adrift’ by Beverley Hancock-Smith. We also work with Cheshire Rural Touring Arts, the Big Imaginations Network and regional artists to **import, incubate and create** new work and engagement opportunities.



- **Organisational growth and increased resilience**

Underpinned by funding from Esmée Fairbairn, the company is undergoing a company restructure and is recruiting key new roles including an Executive Director to help strengthen our strategic business planning and to ensure that development is at the centre of the organisation. ATT has a strong case for support in an area which suffers from high levels of economic disadvantage and low levels of aspiration. ATT is in a unique position to build on its successes and secure new investment and support from a range of funders in order to fully realise its potential to transform young lives.

- **New capacity for reach and scope**

ATT has established strong processes of making new work, 'for, by and with' children and young people, including through co-productions and partnerships. We are looking forward to new possibilities to inspire and to ***use creativity to realise potential***, through establishing new and diversified opportunities for meaningful engagement, working with a range of arts and non-arts partners.

Some of our current work includes:

The Mystery of the Raddlesham Mumps by Murray Lachlan Young, co-production with Matthew Linley Productions and Eastern Angles, for 7+ audiences.

Adrift, by Beverley Hancock-Smith, developed in partnership with St Bernard's Primary School, touring to schools as part of a curriculum development programme and to venues, for 8+ audiences.

Happily Ever After – a wordless, visual theatre performance based on the book 'King and King' by Stern Nijland and Linda De Haan, created in partnership with LGBT charity, The Proud Trust. The stage show has recently been made into a film for schools, for 5+ audiences.

Examples of our work annually;

Three Up – Web-based Young Writers Project in partnership with Ryde Theatre, Australia and Young People's Theatre, Canada, for young people aged 13+.

Spring Ball – an arts party and showcase of local and regional talent at Whitby Hall for young and emerging artists and/or artists developing new practice.

Ellesmere Port Family Festival - taking place in October half term across venues in Ellesmere Port, for local families.

The Company

Artistic Director/CEO (full time)

General Manager/DEO (full time)

Project Manager (4 days)

Communications Manager (3 days)

Venue Technician (4 days)

Associate Writer (freelance)

Executive Director

Administrator

Nina Hajjianni

Karen Parry

Jessica Egan-Simon

Adam Kirkup

Matthew Bennett

Kevin Dyer

from Autumn 2019

from Autumn 2019

Board of Trustees

Amy Redston-Bonsall

Charlie Rachwal

Dave Lyons

Gail Young

Gemma Johnson

Jeremy Grice

Jordi Morell

Petra Van de Houten - Vice Chair

Sarah Bailey - Chair

Sue Kervin

For more information please go to www.actiontransporttheatre.org



Action Transport Theatre

EXECUTIVE DIRECTOR – ROLE DESCRIPTION

The Executive Director is responsible for the operational leadership and management of ATT working closely with the Artistic Director to develop & deliver the organisation's business, development and fundraising plan in accordance with the strategic vision

Main Purpose

To lead the development and implementation of the organisational strategy, working with the Artistic Director to maximise resources and realise the company's artistic, financial and operational objectives.

The Executive Director deputises for the Artistic Director as required.

Reports to: Artistic Director/CEO

Responsible for:

Line management of; General Manager, Production Manager, Communications Manager and Administrator

Appraised by: Artistic Director

Key Responsibilities:

1. Lead the strategic business planning of the company working closely with the Artistic Director
2. Lead the development and fundraising strategy for the company ensuring ATT reaches its financial targets
3. Develop and implement ATT's audience development and engagement strategy
4. The operational management of the company

Key Responsibilities:

1. Lead the strategic business planning of the company working closely with the Artistic Director

- Develop & deliver the organisation's business, development and fundraising plans working closely with the Artistic Director /CEO to ensure effective planning and delivery
- Lead on capital development plans as appropriate, working closely with ATT Artistic Director as the main point of contact with Cheshire West and Chester Council as Landlord, Investor and Developer
- Ensure the effective running of all ATT operations and systems, working closely with the General Manager and staff team
- Form new partnerships with other statutory and non-statutory organisations to further the mission and artistic policy of ATT
- Represent, advocate & negotiate on behalf of ATT with funders, arts organisations, Cheshire West and Chester Council and other stakeholders in the wider community
- Lead the response to significant developments in the local area, for example in relation to Ellesmere Port regeneration plans
- Lead and work with all staff, volunteers and artists to enable productive collaboration, team building, high levels of performance and individual development, maintaining excellent team morale

2. Lead the development and fundraising strategy for the company ensuring ATT reaches its financial targets

- Lead and deliver ATT's fundraising strategy including in relation to capital plans, working closely with the AD and Trustees
- Build relationships with existing funders, providing reports and support materials, re-applying where appropriate for repeat or continued funding
- Overseeing the ATT Friends and Business circle schemes, working with staff team members to recruit more members
- Design the fundraising database and processes to ensure all approaches/ applications are timetabled and actioned
- Researching and identifying new trusts, foundations and corporates to build a diverse prospect portfolio
- Delivering ATT fundraising events to grow supporters

- Identifying and seeking potential sponsors for the ATT programme
- Working with the Communications Manager on development campaigns
- Monitor, prepare reports for and evaluate funding applications
- Be the main point of contact for current funding relationships, including Arts Council England
- Manage communication with individual donors, supported by the Communications Manager

3. Develop and implement ATT's audience development and engagement strategy

- Oversee ATT's audience development and engagement strategy, line managing ATT Communications Manager
- Oversee ATT's PR, Media & Stakeholder strategy as appropriate
- Ensure audience databases & external communications (eg website, e-bulletins & ticketing systems) are high-quality and current, working with ATT Communications Manager
- Ensure the delivery and distribution of ATT's annual report

4. Operational management of the company

- Lead on Human Resources in compliance with legal and statutory obligations
- Lead on Insurance, legal and statutory requirements of the company
- Report on the Financial and Operational position of the company at Board meetings, ensuring appropriate preparation with the wider team
- Lead on Safeguarding
- Lead on reporting to funders

The Executive Director along with all staff are required to perform front of house duties where agreed, supporting delivery of the ATT programme.

The Executive Director will promote the company principles of diversity, equality and inclusion.

The list of responsibilities is not exhaustive and may be reviewed from time to time by the Board, in consultation with the post holder. The appointee may be required to perform duties outside of this job description, as operationally required and at the discretion of the Board.

Executive Director Person Specification

Essential Skills and Experience

- Minimum five years' experience in the arts sector, two at senior/strategic level
- Experience in charity and business management
- Experience of strategic planning and implementation
- Fundraising experience, with successful track record from diverse sources
- Experience of presenting financial information at board level
- Knowledge of marketing and communications in the arts
- Experience of effective line-management and motivating teams
- High-level inter-personal and written communications skills
- The capacity to work effectively under pressure
- The ability to self-motivate and prioritise within a complex workload
- An appreciation of the value of work made 'for, by and with' children and young people
- The ability to advocate for ATT and represent it confidently in a range of industry and wider contexts
- A proactive attitude to promoting diversity and inclusion across the sector

Desirable

- Experience of working on capital programmes
- Experience in operations/building management
- Knowledge of good employment practice
- Familiarity with statutory compliance and organisation law
- Experience of using financial systems
- Knowledge of the theatre sector

Hours

28 hours per week (4 days per week), with some evening and weekends required
ATT operates a Time Off in Lieu system.

Base

Whitby Hall, Whitby Park, Ellesmere Port, CH65 9AE

Salary

£24,400- £26,000 (0.8 fte) dependent on experience

(full time equivalent - £30,500 to £32,500)

This post will be subject to a 6-month probationary period and enhanced DBS Disclosure

Holiday

22½ days per year (0.8 fte) plus bank holidays

The closing date for receipt of completed applications is **9am, Monday 16th
September 2019.**

Shortlisted candidates will be contacted by phone or email by end of **Tuesday 17th
September** and will be invited to an interview on **Friday 4th October at Whitby Hall,
Ellesmere Port.**

Please send your completed application to ATT by email to Karen Parry, General Manager at karen@actiontransporttheatre.org or by post to: Action Transport Theatre, Whitby Hall, Stanney Lane, Ellesmere Port, Cheshire, CH65 9AE

If you would like an informal chat about this role, please email ATT Artistic Director Nina Hajiyianni - nina@actiontransporttheatre.org to arrange a time for a phone call.

Please note, if you meet all the essential criteria and are interested in applying but cannot make this interview date, please let us know and in some cases, we may be able to make alternative arrangements.

**ACTION TRANSPORT THEATRE
APPLICATION FORM
Executive Director**

First Names		<i>Surname</i>	
Professional name (if applicable)			
Address		Telephone (Daytime)	
		(Evening)	
Education and Training			
School, College, etc.	From	To	Qualifications gained
Membership of professional organisations			

Employment History			
Current Employer (Name, address, telephone, and nature of business e.g. Touring Company)	From	To	Job Title (Please state reason for leaving)
Notice required			
Previous employers and voluntary work (Name, address and nature of business) Continue on separate sheet if necessary.	From	To	Job Title (Please state reason for leaving)

In reference to the person specification, please answer the following questions:

1. *Why you consider yourself to be a suitable candidate for this role.*
2. *How you would approach working with the company in order for it to meet its ambitions.*

Continue on another sheet if necessary. Please also provide a current CV.

Referees

Please give details of two referees – one should be your current or last employer.

Name	Name
Address	Address
Telephone	Telephone

Relationship (E.g. employer)	Relationship (E.g. employer)
Can we contact this person without your prior permission? <i>Yes / No</i>	Can we contact this person without your prior permission? <i>Yes / No</i>
Interests and Hobbies	
Previous convictions You are advised that this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act (UK Wide) (1974) (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 (UK Wide). You should declare all convictions (including 'spent' convictions) by filling in the declaration form attached and if appointed also advise Action Transport Theatre Company of any convictions incurred by you after completion of this form. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.	
Declaration I can confirm that all of the information contained in this application, to the best of my knowledge, is true and accurate.	
Signed	
Date	

Please return to: Karen Parry, General Manager
By post: Action Transport Theatre,
Whitby Hall, Stanney Lane, Ellesmere Port, Cheshire, CH65 9AE

Or email: karen@actiontransporttheatre.org

The closing date for receipt of completed applications is **Monday 16th September 2019.**

Shortlisted candidates will be contacted by phone or email by end of **Tuesday 17th September** and will be invited to an interview **on Friday 4th October** at Whitby Hall. **Please note, if you are interested in applying but cannot make these dates, you are welcome to let us know and we will try to accommodate you where possible.**

ATT is committed to diversity across all areas of its work and as an Equal Opportunity employer we encourage applications from all sections of society. We are particularly interested in hearing from people from BAME backgrounds and those with a disability. As part of this process we guarantee to interview all candidates who identify as such, who meet the essential criteria.

Equal Opportunities Monitoring Form

This form will be held securely and confidentially

Action Transport Theatre has an equal opportunities policy with the intention of ensuring that no prospective or actual employee receives less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed, disability, sexual orientation or age, or is disadvantaged by any condition or requirement which cannot be shown to be justified.

Action Transport Theatre is committed to monitoring its employment practice, in order to ensure that it is making job opportunities available to all areas of the community.

To assist us in this task we would be grateful if you would complete the following questions:

Post Applied For **Executive Director**

1. Gender

Male	
Female	
Other- please detail	
Prefer not to answer	

2. Age

16-19	
20-24	
25-39	
40-49	
50-59	
60-65	
65+	

3. Disability

Non-disabled	
Visual impairment / Blind	
Hearing impairment / Deaf	
Physical disabilities	
Cognitive or learning disabilities	
Mental Health condition	
Invisible Disabilities	
Other long-term chronic conditions	
Not known/ Prefer not to answer	

4. Dependants

Do you have dependants? Dependants might include children, the elderly, or other people who rely on you for care.

Yes No

5. Sexual Orientation

Bisexual	
Gay Men	
Gay woman/ lesbian	
Heterosexual/ Straight	
Not known/ Prefer not to answer	

6. Ethnicity

Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnicity is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.

English/Welsh/Scottish/Northern Irish/British	
Irish	
Gypsy or Irish Traveller	
Any other white background	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed/Multiple ethnic background	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
African	
Caribbean	
Any other Black/African/Caribbean background	
Arab	
Any other ethnic group - please detail	
Not know/ Prefer not to answer	

Where did you hear about the post?

Signed (if you wish to)

Name (if you wish to)

Date

ATT is committed to diversity across all areas of its work and as an Equal Opportunity employer we encourage applications from all sections of society. We are particularly interested in hearing from people from BAME backgrounds and those with a disability. As part of this process we guarantee to interview all candidates who identify as such, who meet the essential criteria.

We will not be using this form as part of the recruitment process, but will use the information to monitor the applications received after an appointment has been made.