



Friday 19 May 2023

RE: Vacancy for 'Executive Director' at House of Imagination (HOI)

Dear Applicant,

Thank you for expressing an interest in the above opportunity at the House of Imagination.

Included in this pack you will find:

- Job Description and Person Specification
- Application Process
- Equal Opportunities Form

We are looking for someone who will be available to start in this role in September 2023.

Our timeline is:

- 19.5.23 – the role goes live
- 16.6.23 at 6pm – deadline for all submissions
- 17.7.23 is the planned date for interviews. The HOI board of Trustees reserve the right to amend the planned interview date subject to ongoing trustee availability. Trustees also reserve the right to phase the shortlisting process, with a possible second stage interview, subject to the candidate field. Interviews will take place ideally in person at a venue in Bath (to be confirmed) although access adjustments will be made to enable remote interviews as necessary.

Please email your documents to Kate Mason at katejmason01@gmail.com

Submissions received after the deadline will *not* be considered.

Best of luck with your submission and thank you for your interest in the charity.

Best Wishes,

A handwritten signature in black ink that reads 'Kate Mason'.

Trustee - House of Imagination on behalf of the Board of Trustees

House of Imagination

'Executive Director'

Role Description

1. Overview:

Role Title: *'Executive Director'*

Number of days work: 2 days per week / 0.4 FTE role

Contract: Offered initially as a 12-month contract, with a view to extending the 12 months period subject to funding. There will be a probationary period of 3 months upon commencement of role.

Salary/package: £45,000 FTE pa. pro rata - this equates to £18,000 pa for a 0.4 role. Holidays at 22 plus 8 Bank Holidays pa. pro rata. This equates to 12 days for a 0.4 role. NEST Pension with employer contribution of 3% against the 5% employee contribution for 8% total.

Schedule: Goes Live: 19.5.23

Deadline for receipt of submissions: 16.6.23 at 6pm.

We anticipate work commencing for this role sometime in September 2023.

Base: The House of Imagination does not have a fixed physical office base, but its work base and partnerships base are at Bath. We anticipate the role being primarily remote working with occasional IRL meetings required elsewhere, and some travel depending upon event and meeting requirements. We are flexible and open to all hybrid working options depending on the candidate.

2. Summary:

The successful candidate for this role will be ambitious, resourceful, and self-motivated. Whilst the individual who fills this role could come from any sector, they would need to possess a genuine passion for the arts, and value the role and impact of creativity and cultural education opportunities in our lives. They will have a desire to support the goals of the charity in relation to diversity and proactively championing fresh new creative voices. They will have the flexibility, interest, and ability to juggle business and operational activity and functions, alongside being able to develop and deliver an inspiring creative programme and range of activity.

3. Background

The background to this new role:

House of Imagination is a 20+ year old charity and Limited Company that is working to improve education for children and young people by supporting imagination and creativity in all forms of learning. We are learning from children as the masters of this, delivering new ways of learning, and integrating that into curricula in new ways. We exist to prove that imagination is vital for not just education but for building the balanced, fair, healthy, and thriving civilisation we must aim for. By proving this value in education through experimentation as well as academic rigour and widely sharing our results we impact policy and education delivery which helps all of us.

HOI was founded and is currently run by one salaried member of staff, the Director of Research, Penny Hay, who also acts as Chief Executive and Company Secretary. All other roles are currently filled by freelancers (including a finance manager, artists, project managers, mentors, and a communications consultant).

From the start of our new financial year in September 2023, Penny Hay will be leaving House of Imagination to focus on research activity with Bath Spa University. The Trustees are now seeking a part-time Director to work alongside Penny in this transitional year (2023-4), to take on her CEO responsibilities as well as delivering the tasks listed below.

This role is a great opportunity for a skilled, experienced, and motivated individual who enjoys working in a small, dynamic team and can embrace the ethos, practices, and ambitions of House of Imagination. This contract is for 12 months in the first instance. The post will be reviewed three months into the contract and the Trustees and Director of Research will discuss, with the postholder, the future of the role.

4. Purpose and key objectives of the Role:

- To manage the delivery of the current and future portfolio of projects and partnerships.
- To represent the charity in different settings and act as an ambassador, raising its profile, sharing its findings, and securing new partnerships.
- To secure the financial and operational sustainability of the charity.

This is a key moment in the history of the charity, House of Imagination (HOI). The new role of Executive Director will be pivotal in the organisational and strategic development of the organisation, working with the Board and key stakeholders to take HOI into a new phase.

Following an extensive period of review and exploration across all aspects of the charity resulting in a renewed focus on vision and strategy, HOI is now seeking the right individual to help deliver on the organisation's ambitions.

This role will develop and deliver the charity's new five-year Business Plan, build resilience and infrastructure, and build on a hugely successful last couple of decades, to ensure this unique, pioneering organisation thrives into the next twenty years.

5. PERSON SPECIFICATION:

- At least five years' relevant experience
- A commitment to the aims and ethos of House of Imagination
- Understanding of the UK Education system
- Experience of linking research to practice, together with evaluation and monitoring
- Experience of financial and budgetary management – excellent numeracy skills
- Proven business planning acumen and experience
- Demonstrable track record in raising funding from a variety of sources
- Experience of liaising with a wide range of stakeholders at a senior level
- Project and event management experience
- Experience of managing a wide range of freelancers and creative professionals with integrated professional development
- High IT literacy, including digital marketing and all aspects of social media
- Excellent writing and communication skills, both verbal and written
- Comfort with and ability to work well within a very small team
- Ability to work to tight deadlines
- Demonstrable organised approach to work and ability to set clear goals and measurable milestones
- Evidence of strong presentation skills
- Demonstrable professional, flexible, and proactive attitude
- Evidence a commitment to equality of opportunity

House of Imagination works with children and young people and all staff are required to have Disclosure and Barring Service Certificate.

A degree is *not* a prerequisite for this opportunity. We are interested in hearing from all individuals able to match the skills & experience outlined in the pack, which may have been gained from innumerable sources.

The two days could be undertaken in the role consecutively or split over several days. The Board are open to flexible working arrangements with this role.

6. JOB DESCRIPTION:

Strategic development:

- Developing the new HOI Business Plan
- Long term planning and development of Artistic Policy and Strategy in collaboration with the Board to inform future programming, targets etc.
- To identify and pursue opportunities for strategic regional, national, and international partnerships that will help the charity to achieve its aims.
- Developing initiatives and projects in furtherance of HOI's vision, mission, and core objectives
- To lead the development and management of House of Imagination's projects and programmes, and ensure that best practice is applied in all aspects of its work.

Governance:

- Support the work of the Board of Directors
- Ensure the charity is compliant with the Charities Commission and Companies House, and that all returns and changes in Board members are filed in a timely manner

- Plan the annual programme of work in collaboration with the Board of Trustees and areas of focus and KPI's for that year
- Attend and present a Director's report at each Board meeting, and plan agendas with Chair
- Liaise with the Finance and Administration Officer in preparation and circulation of Minutes, Board Papers, and agendas as required.
- Meet regularly with the Chair and Treasurer, and any sub-working groups as necessary, and ensure activity and developments shared to the full Board

Research and Leadership in Cultural and Creative Learning:

- To nurture and maintain relationships with the cultural and educational settings, client groups, artists, and others with which the charity works on a regular basis and to strengthen its network of professional contacts
- To ensure the provision of research-informed professional development for teachers, artists, and mentors
- To oversee the dissemination of the charity's practice-based research activity through a variety of channels and to a variety of audiences

Finances:

- Prepare annual and project budgets in conjunction with the Chair, Treasurer and Board
- Manage project and event budgets
- Liaise with the Treasurer to support preparation of financial statements and management accounts
- Maintain clear controls and reporting of budget within agreed protocols
- Operate effective forecasting and financial planning
- Alongside the Board, support the preparation and delivery of financial accounts at end of year

Event Management:

- Provide the Senior Executive Leadership on planning, organising, costing, and managing events and all linked artists, producers, and co-curators etc
- Ensure any administrative paperwork and contracts and licences are in place with organisations, venues, contractors, freelance staff & co-producers
- Negotiate and secure venues for HOI/FOI activity in line with artistic and strategic policy and targets
- Liaison with artists regarding their contribution and involvement, and provide overall coordination
- Line Manage all staff supporting smooth delivery of the events
- Ensure events are appropriately documented, captured, and evaluated

Project & Programme Management:

- Create an innovative and ambitious programme in in collaboration with and leveraging input and support from partners, stakeholders, and the wider HOI team
- Use appropriate project management methods and tools to ensure effective delivery across work streams and components
- Manage the production of core project outputs such as events, media, print materials, digital assets
- Manage the planning, development and delivery of projects and programmes with input and support by the Board
- Alongside the Board, assess and mitigate risk across programmes and commitments to determine if there is sufficient capacity to deliver and alignment with strategic objectives

Partnerships and Stakeholder Management

- Build on existing relationships and ensure linked projects meet all parties needs and expectations
- Develop new partnerships with a range of organisations whose objectives align with, and can add value to HOI and its flagship projects, FOI and Schools Without Walls
- Link the partnership projects to high profile public campaigns to generate significant interaction, profile, and impact
- Navigate a complex multi-stakeholder environment across sectors including arts and creative industries, business, Primary, Secondary, FE & HE sectors, social and civic enterprise and Climate Change Emergency groupings.

Fundraising and Sponsorship:

- Develop the fundraising strategy and key targets in discussion with the Board
- Research other sources of funding relevant to the needs of HOI
- Liaise with Trusts and Foundations to ascertain best approach, and write funding applications as appropriate
- With funded projects, ensure all requirements within this relationship are met including the final reports and budget, as well as data on KPI's
- Develop infrastructure and activities alongside the Board to encourage and appeal to Sponsors

Communications, Media, and Marketing:

- Act as the main strategic contact for HOI
- Provide regular updates to the Board, external partners, staff, and colleagues as appropriate
- Develop marketing, social media, and audience development strategies in conjunction with the Board and team

Monitoring and Evaluation:

- Monitoring and data gathering to evidence impact of creative and learning projects implemented – for both internal and external use
- Compiling data and headline success into external reports and case studies to share with sector and evidence best practice
- Development and implementation of any Policies such as Equality Action Plan etc

Advocacy:

- Be the 'face' of the charity and act as an ambassador and representative of HOI at public events etc
- Represent the organisation as appropriate with the press/media to help raise profile of the charity
- Make public presentations across different media as required to represent the charity

Personnel:

- This role manages the freelance provider of book-keeping and administrative services, freelance project workers and artists and all paid internships and placements

General

- To adopt a flexible attitude to undertaking any other duty that may reasonably be allocated by the Board of Trustees.

7. Equality of Opportunity and Access:

It is the House of Imagination's policy not to discriminate based on gender, sexual orientation, marital or civil partnership status, any gender reassignment, race (including, colour, nationality, ethnic or national origin), religion or belief, disability or age, pregnancy, or maternity or part-time or full-time worker.

We are keen to attract a wide range of interest in this role. We hope to encourage those who are currently underrepresented in our sector to apply.

Please let us know whether if shortlisted, and invited for interview, you require any access requirement. We will make all reasonable adjustments to accommodate the right candidate based on ability and who is best suited to the role.

8. Application Process:

To apply for this role, please provide a cover letter (no more than two pages max of A4) plus your CV (including references). CV to be no longer than 3 pages.

Please ensure you include:

- Your experience and relevant competencies to undertake the role
- Details of two suitable references who are familiar with your work and experience in this area. Ideally one of these should be your most recent employer if possible
- An up-to-date full CV

No other format than the above will be accepted

Please also return the completed Equal Opportunities Form if you are happy to do so. Please note this is not compulsory.

The deadline is **Friday 16 June at 6pm.** Submissions received after this will not be considered.

Interviews: Please see the covering letter which outlines the planned timeline for this.

Please email your documents to Kate Mason on katejmason01@gmail.com with the email header 'Executive Director HOI' followed by your name.

9. Equal Opportunities Form:

Please see this on a separate document. This does not form any part of the selection process and is for monitoring purposes only. Inclusion of the form in your submission is optional.

THANK YOU for your interest in our charity 😊

To keep up to date with our news, do sign up to our regular mailer on

<https://houseofimagination.org/newsletter/>

