**JOB DESCRIPTION – Executive Director, Keighley Creative**

**Job Title Executive Director, Keighley Creative**

**Reports to** Chair of Board of Directors (Keighley Creative) and Creative Director (Kala Sangam) as set out in the Post’s Secondment agreement.

**Part of** Senior Management Team at Keighley Creative.

**Line Manages** Creative Director (Keighley Creative); Financial Administrator (Keighley Creative); Administrator (Keighley Creative) and Freelance staff as required.

**Salary** £40,000 gross per annum.

**Start Date** July 2024

**Period** Fixed Term contract, end date 31st March 2026. The post holder will be employed by Kala Sangam and seconded to Keighley Creative.

**Hours** This is a full-time post (37.5 hours) and will involve flexible working patterns with some evening and weekend work likely.

**Base** Keighley Creative, 3-7 Cooke Lane, Airedale Centre, Keighley BD21 3PF.

Based primarily at Keighley Creative, with the option to work from Kala Sangam’s Bradford City Centre Temporary Offices when required.

**Notice** 3 month notice for both parties, after passing 3 months probationary period (with 1 week notice during the probationary period).

**Holidays** Holiday entitlement is 28 days per complete holiday year, including statutory and Bank Holidays, increasing by 1 day per year on completion of each consecutive full year of employment to a maximum of 33 days.

**Pension** Assuming you meet the mandatory criteria you will be automatically enrolled in the company’s stakeholder pension scheme (NEST). Further details will be provided upon employment.

**Purpose** To hold the vision, and develop a sustainable, future-focussed charitable model for Keighley Creative in line with the business plan and development plan.

Keighley Creative will become the Anchor Tenant in the new East Street Arts building in Keighley, set to open in 2026. The Executive Director will design Keighley Creative’s financial and operational model post capital build, with support from the Creative Director. East Street Arts will project manage the capital project, and this aspect of the role will include working with East Street Arts, Architects and Bradford 2025 to ensure the new building supports and enables the vision of Keighley Creative to be realised.

To build and develop strategic relationships and partnerships across the district, with a focus on creative place-making as a tool for regeneration.

To develop the strategic capacity of Keighley Creative, working with the Creative Director and Keighley Creative’s Board to enable it to apply for National Portfolio status with Arts Council England.

*Kala Sangam is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Employment in this post is subject to a successful standard Disclosure & Barring Service (DBS) application.*

**Key Objectives**

* To represent Keighley Creative, building positive relationships with key stakeholders across Bradford and Keighley, including (but not limited to) Bradford Local Authority, Keighley Town Council, East Street Arts, Keighley Business Improvement District, Keighley Towns Fund Deal.
* To lead on the Capital Project and develop Keighley Creative’s operational model post capital build.
* To prepare Keighley Creative for the next National Portfolio Organisation round with Arts Council England
* To lead on strategic partnership engagement. To take a key role and voice in creative place-making and regeneration across Keighley.
* To fundraise for core costs for Keighley Creative, with a Trusts and Foundations focus.
* To lead on financial management, ensuring financial reports are undertaken in a timely manner and that budgets are maintained.
* To lead on developing an income generation strategy for the charity.
* To develop a data, evidencing and impact framework, working with a specialist consultant
* To act as the key point of contact for the Keighley Creative Charitable Board.
* To ensure all charitable legislation, organisational systems and processes are in place.

**Person Specification**

* Experience of strategic planning and the development and leadership of creative organisations.
* Experience of fundraising and funding policy in the arts sector at local and national level, including to Trusts, Foundations, and the Arts Council England National Portfolio Organisation programme.
* Experience developing data, evidencing and impact frameworks for organisations.
* Experience developing and implementing income generation frameworks for charities.
* An excellent communicator able to build productive relationships with a wide range of internal and external stakeholders.
* Ability to work in a fast moving and ever evolving environment.
* Ability to solve problems and take decisions in a timely manner.
* Experience of working with local authorities and other public bodies.
* Experience of operational management across a range of functions including finance and people management.