



Director: **Job Pack**

## **Exciting opportunity to lead a pioneering arts organisation building communities in the heart of London.**

**“We don’t have a certificate to say we went to a drama school but in this community, here we are recognised. We want to be remembered.”** (Participant, Gwen Sewell)

**“Meet Me at the Albany is an inspirational example of how participation in the arts can make a real difference to our personal and social wellbeing.”** (Darren Henley, Arts Council England)

### **Entelechy Arts**

Entelechy Arts is a pioneering UK arts company engaged in creating work that reimagines the role of arts and cultural practice at the heart of local communities.

Entelechy’s work demonstrates the power of the arts in addressing some of the most pressing concerns that we face as a society including ageing, loneliness and equality of opportunity. We create outstanding arts experiences with vulnerable and isolated older people, and those with profound and complex disabilities.

Entelechy Arts is joint architect of *Meet Me at the Albany* an initiative that was provoked by the question ‘what could be possible if the isolated old were supported to attend their local arts centre, instead of a day centre?’ This ongoing initiative is also in partnership with Lewisham Borough Council, it has received national acclaim and exemplifies how great art and collaboration can transform the lives of older people living in our communities. Our *Ambient Jam* collective has enabled emerging artists who have profound and multiple disabilities to create inclusive multi-sensory events in public spaces across the city.

Entelechy’s ability to couple imaginative, daring arts work with listening and empathy has earned enormous respect across the health, social care and arts sectors. We develop sustained creative programmes working with individuals and groups over long periods of their lives, often through periods of transition and change. Our work programmes have been quietly transformational producing a portfolio of work that stretches from one-to-one performances in isolated older people’s living rooms to large scale events in venues such as the Southbank and Barbican.

It is an exciting time to join the company with increasing interest and demand for our work locally, nationally and internationally. Fresh from the success of jointly delivering The Age Against the Machine Festival in partnership with the Albany and London Borough of Lewisham, we continue to develop radical new approaches in supporting people who have historically been written out of the script to contribute to the cultural life of their communities in powerful and dynamic ways.

Entelechy Arts receives regular funding from Arts Council England (a National Portfolio Organisation), London Borough of Lewisham and a range of trusts and foundations.

[Learn more: video](#)

## **Director**

Working initially with the support of the Founder Artistic Director (David Slater) and members of the core team, the postholder will support the strategic, creative and social vision for the company that is driven by an understanding of the social and creative needs of our beneficiaries.

Working in collaboration with core team members the new Director will shape the structure of the organisation, creating a sustainable operational model that is agile and progressive in how it works with artists and communities and other cross-sector stakeholders. They will develop Entelechy's business model, increasing partnerships and income generating opportunities whilst maintaining overall responsibilities for management and governance.

We are looking for someone with a strong grasp of UK health, arts and social care policy relevant to community innovation; someone who has an understanding of how to influence the development of public policy at a national and a local level working with multiple stakeholders.

We are looking for someone who is a thought leader in their own right, ready to generate new ideas in collaboration with others in our team and others from the communities with whom we work. The successful post holder will have a passion for ideas grounded in experimentation and an understanding of what works most effectively on the ground. They will actively seek out insights and examples from models of best practice both nationally and internationally.

Entelechy is seeking an innovative leader, with previous success in social and/or cultural entrepreneurship with experience in building organisations and teams; someone who is driven by building and rebuilding communities through creative engagement.

## **Entelechy's way of working**

The structure of the team and ways of working reflect Entelechy's approach to working with communities. It is not a hierarchical structure. While responsibility for the overall work of the organisation is held by the Director, responsibility and accountability for specific areas of work are distributed to individual members of the team. Within this framework, collaboration is key and members of the team both challenge and influence each other to achieve high quality outcomes.

## **The Entelechy Arts Team**

5 employees with specialist support from financial, fundraising and communications contractors

16 associate and artists

35 volunteers

80 'core' participants with long-term association with the company

7 trustees

## **Director Responsibilities**

Working with the Board of Trustees and the Entelechy staff team, the Director is responsible for the provision of strategic and operational leadership to Entelechy as well as the day to day delivery of the strategy and associated programmes. Broad responsibilities cover 4 main areas:

### **1. Leadership & Organisational Development**

- Design, develop and implement vision and strategy with support from support of the Founder Artistic Director, and members of the core team,
- Alignment and development of current and future programmes
- Ongoing review and development of company business plan
- Building an effective operational structure for Entelechy, taking a lead for resource planning
- Financial modelling and management
- Compliance with legal responsibilities
- Overall responsibility for delivery against targets in funding agreements with stakeholders

### **2. Business Development and Stakeholder Management**

- Develop and implement fundraising and income generation strategy
- Lead and build stakeholder relationships

### **3. Communications**

- Lead on strategic communications for Entelechy
- Diversify and lead communication activities to increase organisational profile and impact
- Advocate and contribute to dialogue and debate

### **4. Governance & Management**

- Ensure effective governance is in place and trustees are actively engaged in work of organisation
- Overall responsibility of staff and volunteers ensuring appropriate policies and procedures are in place and Entelechy Arts is a vibrant place to work
- Line management of 3 members of the team

## **5. Experience and Skills**

- Minimum three years' experience of working in arts/voluntary sector/social enterprise in a leadership role

## **6. Successful track record/proven ability in:**

Essential:

- Leading purpose-driven initiatives/organisations
- Setting strategy and business planning
- Building and leading successful teams
- Financial planning and management for organisations and projects
- Achieving fundraising and income generation targets
- Building constructive and positive stakeholder relationships and strategic partnerships
- Understanding of Local, national and international community health and wellbeing agendas
- New local leadership roles arising from co-creation and collaborative practices

Desirable:

- Working with Trustees to build a strong effective governance structure
- Developing effective organisational policies and systems
- Working with artists/creatives from across disciplines

## **7. Personal qualities and skills**

- Commitment to Entelechy's vision and values
- Commitment to equality and diversity
- Motivational, with strong communication skills
- Ability to spot opportunity and respond to changing circumstances
- Ability to develop compelling organisational narratives and vision
- A desire to see Entelechy build its national and international profile
- A passion for collaboration
- Will thrive on building successful teams and organisations

## **Terms**

- Responsible to: Chair of Trustees
- Hours: 4 days, 32 hours a week. Entelechy Arts is open to flexible ways of working.
- Salary: £52,000 to £62,000 per annum (pro rata) plus 4% contribution to workplace pension
- Holiday: 25 days p.a. (pro rata)
- Notice Period: 1 month during the 6-month probationary period (on either side), thereafter 3 months.

Entelechy Arts has a strong commitment to increasing the diversity of staff employed in the cultural sector.

## **Further Information**

- More information on Entelechy Arts can be found on our [website](#)
- Further information about Albany Theatre and Entelechy Arts ground breaking initiative Meet Me at the Albany can be found [here](#)

Any questions or to arrange an informal discussion please contact Gwen Barry on [gwen@heliumgroup.co.uk](mailto:gwen@heliumgroup.co.uk) or 0203 858 7778

## **Application Process**

Your application should comprise:

1. A covering letter outlining your interest in the role and thoughts on why Entelechy Arts is a compelling organisation to support. No more than 2 sides of A4.
2. A CV (no more than 2 sides of A4).
3. A diversity monitoring form.
4. Names and contact details of 2 referees and at what point during the process they can be contacted.

**Closing date for applications:** Monday 24 February 2020

**Application submission to:** [gwen@heliumgroup.co.uk](mailto:gwen@heliumgroup.co.uk) with subject line 'Entelechy Arts Director'.

**Interviews:** Tuesday 10 March 2020 TBC

**Start Date:** June 2020. Date to be agreed with successful candidate.