

## Director, Entelechy Arts Job Pack & Job Description



### About Entelechy Arts

Entelechy Arts is a long-established, much respected community arts company, based in Lewisham. We produce projects which powerfully test the boundaries between art, creativity, care, wellbeing and community.

We believe in the creative power of the individual, and that everyone should have the opportunity to contribute to the creative life of their local community. This richness in sharing stories and experiences of those who can often feel underrepresented, encourages stronger communities, changes perceptions, and ultimately helps people live healthier, happier and more connected lives.

We produce vibrant and important cultural programmes, created by and for the communities we work with, namely isolated older people, those living with profound and multiple disabilities, and those living in care home environments,

enabling them to play an active and visible role in the creative life of their community.

Our programmes are often developed in partnership with organisations from across the arts, health and care industries on a local and national level.

We work with a pioneering and diverse range of artists across all art forms, who collaborate with our communities to meet, celebrate, and experience each other and the world.

### **About the role**

With renewed Arts Council funding as a National Portfolio Organisation (NPO), coupled with substantial backing from leading charitable foundations, we are poised to use this platform to fulfil our vision as a community-owned arts charity. The Director will ensure that Entelechy Arts builds on its currently strong financial position and continues to flourish, innovate and enable people to lead creative and fulfilled lives. They will be part of a warm culture which values and respects people at all points of their Entelechy journey and cherishes their contributions.

It's an exciting time to join Entelechy, with public bodies and leaders showing greater understanding that taking part in community arts is not a nice-to-have, but an essential part of being alive and living life to the full.

We welcome interest in this position to people coming from a range of backgrounds and sectors – from the arts sector, or a disability charity, or somewhere quite different. We are also open and flexible about preferred working hours, hybrid and home-working. Our starting point for discussion is a 4-day working week paying a salary range from £55,000 - £60,000 (pro rata).

### **Duties and Responsibilities**

The Director will:

- Ensure the continued smooth running of our operations from day to day, including overseeing our artistic programmes and the continued flow of work to raise funding and support for our work.

- Help the company make its organisational structures serve the collaborative ethos and smooth business running of its operations;
- Enable, motivate and listen to the Entelechy Arts team in carrying forward their work and achieving their own personal fulfilments.
- Support the community of artists, practitioners and members of the company to contribute fully and creatively.
- Lead the company to be a truly community-owned arts agency for the future, and embed the principle of shared ownership in all our structures and ways of working;
- Assist the company to review and refresh its organisational strategy and help prepare for the development of a new 3-year business plan.
- Maintain and cultivate the range of external relationships which Entelechy Arts has developed locally, nationally and internationally.

### **Person specification**

- Above all, an individual with well-developed interpersonal skills, able to respect, celebrate and encourage the team members' own creative and personal strengths.
- An intuitive and respectful listener to the diverse voices of the Entelechy community.
- Able to hit the ground running, grasping the essentials of the business including the key aspects of fund-raising and income generation.
- Appreciation of the world of community arts and its current challenges.
- Ability rapidly to understand how the company intersects with the local community and statutory sector.
- Responsive to and building on the company's success and reputation.
- Credible senior management track record and leadership qualities.

### **Terms**

- Permanent contract of employment beginning early 2024
- £55,000 - £60,000 pro rata
- Part-time, 32 hours a week, and open to flexible working suggestions
- Normal office hours are 9.30am - 5.30pm, Monday to Friday
- Normal place of work is the Albany, Deptford (SE8). We welcome conversations about flexible working.

- 25 days holiday (pro rata) plus public holidays (pro rata) and 1 day for 'A Date to Create': a paid day of work each year where staff are encouraged to pursue a creative interest, activity or opportunity
- Pension (8% consisting of 4% employee + 4% Entelechy Arts contributions)
- An advanced Disclosure and Barring Service (DBS) certificate is required.

## **Equal Opportunities**

We believe in making the banner of 'equal opportunities' a living reality in the way we think, act and work. Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We are actively trying to diversify our staff workforce. We particularly welcome interest from Global Majority candidates and from disabled people.

## **Access & Support**

We are committed to ensuring anyone can take part in this opportunity. If you have specific access needs, please get in touch to discuss how we can meet your support or adjustment needs for your application or interview. If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Zarah by email: [zarah.ahmed@entelechyarts.org.uk](mailto:zarah.ahmed@entelechyarts.org.uk) or by phone: 0208 694 9007 who will be able to discuss further or arrange support.

## **Application**

To apply, please email your C.V. and a covering letter to Zarah Ahmed: [zarah.ahmed@entelechyarts.org](mailto:zarah.ahmed@entelechyarts.org) by 10am on Tuesday 2 January 2024 with the subject line "Director application".

We also invite you to please complete our Equality and Diversity Monitoring Form attached to the job advertisement.

For an informal conversation about the opportunity please contact Alison Rich, the Entelechy Trustee leading this process [alisonrich70@virginmedia.com](mailto:alisonrich70@virginmedia.com) or Paul Cann OBE, Chair of Trustees [paullewiscann@gmail.com](mailto:paullewiscann@gmail.com).

Interviews will be arranged in January.