

Things you need to know:

Job Title:	Head of Cultural Development	Your Role:	As Head of Cultural Development, you will play a pivotal and influential role in shaping and delivering Awen's business plan commitments and growth strategy. With specific accountability for Awen's portfolio of arts and cultural venues, you will also lead on enhancing Awen's growing commitment to wellbeing, health and regeneration.
Basis:	Permanent		
Working Hours:	Full time		
Salary:	£44,000 to £49,000 per annum		
Base:	Grand Pavilion, Porthcawl		Experienced at leading in a complex organisation in the artistic and cultural sector, you will demonstrate an ability to manage and deliver a large and varied workload, whilst embodying and promoting a can-do culture which empowers and supports your teams.
Accountable to:	Chief Executive / Director of Business Development		

What will you be doing?

As a member of the Executive Leadership Team you will work with senior colleagues and board members on a corporate level across all areas of organisational development including: business planning; financial strategy; governance; workforce planning and business development.

General Responsibilities

- You will be the strategic and representative lead for Awen's arts and cultural work providing expertise and advice to the Board of Trustees and colleagues across a range of thematic areas.
- You will work with senior colleagues to develop and deliver a coherent and effective cultural development strategy that supports Awen's business plan commitments.
- You will lead the management teams at the Grand Pavilion, Maesteg Town Hall and Blaengarw Workmen's Hall to deliver regionally recognised venues by creating innovative, exciting and commercially viable programmes that meet local needs and encourage new audiences.
- You will ensure that commissioned services e.g. Bridgend Youth Theatre, and all venues are delivered to the highest possible standards of customer service; health & safety and financial management.
- You will take a leading role and ownership in realising Awen's ambitious £6M re-development of Maesteg Town Hall and the future plans for the Grand Pavilion, leading on business planning and taking accountability for the delivery of outcomes associated with various funding avenues.
- You will represent the organisation, deputising for the Chief Executive when necessary, as the arts and cultural lead with funders, government bodies, relevant networks and partners (including but not limited to Bridgend County Borough Council; Arts Council of Wales; Welsh Government; Cwm Taf Health Board) to ensure Awen's reputation is enhanced, it delivers upon its contractual obligations and that it is at the forefront when appropriate opportunities arise.
- You will develop and sustain Awen's existing relationships with users and local communities and develop new and productive partnerships that enable Awen to deliver against its charitable objectives and provide optimum return on its investments.
- You will develop and shape Awen's contribution to the wellbeing agenda and, through activity and advocacy, demonstrate our impact against the goals of the Wellbeing of Future Generations Act, the priorities of the Public Service Board and other key thematic areas.
- You will identify new business opportunities that support and influence Awen's growth plan

The person:

Personal Qualities and Values

- A strong belief that arts and culture have the power to improve lives will underpin all that you do (E)
- Meticulous attention to detail. (E)
- Commitment to meeting schedules and the confidence to deal with unforeseen circumstances. (E)
- Well-presented professional with a can-do attitude. (E)
- Friendly, confident and approachable. (E)
- A flexible and accommodating approach to business needs. (E)
- You will welcome and embrace change with a positive attitude. (E)
- Passion for excellent customer service. (E)
- Motivating and inspirational in leading a successful multi-disciplined team. (E)
- Extensive experience of theatre, cultural and arts management (D)
- A collaborative nature to create effective local, regional and national partnerships. (E)

Qualifications and Training

- Relevant degree or equivalent qualification (E)
- Post-graduate qualifications (D)
- Evidence of continued professional development (E)
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Skills and Abilities

- Excellent people management technique (E)
- String financial acumen and commercially astute
- Adaptable and flexible to meet demands. (E)
- You will be able to work unsupervised in a busy environment demonstrating a confident and self-motivated attitude.
- Ability to speak Welsh. (D)
- Excellent administration and time management skills. (E)
- Great interpersonal skills and ability to communicate effectively verbally and in writing. (E)
- You will display strong organisational skills, and the ability to prioritise workload and meet deadlines. (E)
- You will have the ability to make good decisions, particularly when working under pressure and dealing with challenging situations. (E)
- Proven advocacy and diplomatic skills. (E)

Knowledge and Experience

- Proven experience working in a similar environment or role or relevant transferrable skills (E)
- An intimate understanding of theatre, cultural space and historic venue management. (E)
- In-depth knowledge of cultural and charitable sector trends and developments. (E)
- A detailed understanding and knowledge of the sales and marketing function of venue management.
- Track record of meeting targets and successfully negotiating events, performances and artistes. (E)
- Track records of working with partners on a regional and national basis
- Experience of working at Board level

General Duties and Responsibilities

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do.
- Ensure that activities are completed in accordance with Awen's commitment to equalities and diversity and in line with best practice and legislation.
- This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the business.

Conditions of your appointment

Medical Clearance:	Any offer of appointment is subject to medical clearance.
References:	Two satisfactory references of which one should be your last employer. Where possible, both should be from previous employers.
Probationary period:	New staff appointed to Awen Trading Ltd will be subject to a 6-month probationary period.
Eligibility to work in the UK:	You are required to provide originals of one of the following documents as proof of your eligibility to work in the UK: birth certificate issued in the United Kingdom in conjunction with form P45, Form P60 or a pay slip from previous employment, current passport issued by a member state of the EEA or official immigration document showing that you are eligible to work in the United Kingdom.
