

Job Title:	Chief Executive Officer
Responsible To:	Board of Trustees
Hours:	24 Hours (0.6 FTE)
Salary:	£45,000 FTE

Who you are

Trinity is looking for a strong, experienced leader with a passion for the arts and their local community to lead Trinity at this exciting time.

As the senior executive at Trinity, you will be responsible for all that takes place at Trinity and under its brand. You will lead the team and provide a strong management presence to enable activities to flourish in a positive environment.

You will run the organisation, allowing departments to deliver the operational activity effectively, whilst keeping the team informed as required; ensuring a single sense of purpose for the benefit of all who interact with the organisation.

Who we are

Based in a Grade II* Listed ex-church, Trinity Theatre is a unique and welcoming venue. We aspire to be the home of the creative arts for Tunbridge Wells and inspire the local community with life enriching experiences.

We are open 7 days a week offering a mix of theatre, live music, cinema and community events. We have a strong creative engagement department offering a wide range of artistic opportunities to the public as well as an incredibly busy and talented Youth Theatre.

Our values sit at the core of what we do and are embraced by our staff team, volunteers and board. They are to be:

- An **INCLUSIVE** charity that welcomes and encourages anyone to engage with Trinity and the arts.
- A charity that strives for **QUALITY**, to achieve the very best we can, in everything we do.
- A **NURTURING** charity that supports, develops and cares for its staff, volunteers, partners and audiences.
- A charity that fosters **JOY**, in what we do and the people we do it with.

This is a truly exciting time for Trinity as we will shortly be launching a new brand identity alongside a new website. This summer will see the opening of our Clocktower – a transformational project funded by the National Heritage Lottery.

Trinity is a force for good in Tunbridge Wells, providing wonderful live entertainment and building social cohesion, changing lives for the better.

Main Objectives

- Lead, implement and strategically develop the activities, aims and vision of Trinity Theatre and Arts Centre through all its operations including all aspects of its artistic and creative engagement programmes, funding, development, administration, marketing, finance and management.
- Continue to develop a high profile for Trinity and its activities and events within the context of local and regional networks and communities.
- Develop Trinity's commitment to public engagement promoting a high-quality cultural experience for all who participate and interact with the organisation.
- Be a visible leader who inspires confidence in staff, volunteers, partners and the community.

General Management

1. Manage Trinity Theatre and Arts Centre, leading the Trinity staff team and ensure it and the volunteers are focused on achieving its mission and aims.
2. Be accountable for all aspects of operational management ensuring that customers receive first class service from all parts of the organisation.
3. Oversee all departments and manage the delivery of each, in liaison with managers, staff and volunteers as appropriate, to include constituting and ensuring the effective operation of a Senior Leadership Team.
4. Lead the Senior Leadership team in a way that enables and supports the SLT members in the delivery of their objectives.
5. Ensure regular and effective assessment of the organisation's performance, both financial and operationally.
6. Manage the relationship with the board, to include organising committees, supplying regular reports to the board and attending board and sub-committees as required.
7. Organise the AGM of the organisation.
8. Develop and implement an annual appraisal process and ensure that all staff engage in regular review meetings with their Line Manager.
9. Ensure the organisation fulfils its legal, statutory and regulatory obligations.
10. Maintain awareness of risks and changes in the external environment that affect the organisation.
11. Establish and monitor key indicators of the organisation's performance and impact in the community.
12. Manage the trading arm and café/bar of the organisation (TAEL).

Finance

13. Prepare a strategic business plan and annual budget for approval by the board of trustees.
14. Oversee activities delegated to, and have ultimate responsibility for, the Finance operation of Trinity, whether in-house or outsourced.
15. Operate within the annual budget, monitor the organisation's financial position and ensure any issues or variance to budget are accounted for and reported to the board or relevant board sub-committee in a timely manner.
16. Contribute to ensuring a sustainable income from individual, corporate, legacy and trust donations and grants.

Advocacy

17. Build relationships with external stakeholders including but not limited to politicians and representatives of organisations based in and around the Tunbridge Wells area, to advance the organisation's aims and objectives.
18. Represent the organisation at external events and publicity opportunities.
19. Build an effective relationship with the chair of the Board and trustees who lead the individual sub-committees.
20. Represent the organisation to the media and give interviews when required.
21. Represent the organisation with, and work with, volunteers ensuring continued engagement with Trinity's Aims and Objectives. Host regular public meetings with volunteers.
22. Represent the organisation with the Members and ensure they are regularly informed of Trinity's activities and host regular meetings with the Trinity Ambassadors.

Artistic

23. Oversee activities delegated to the organisation's programmer and be responsible for the programme of professional entertainment to include theatre, music, comedy, variety, dance and children's shows.
24. Oversee activities delegated to the Trinity cinema programmer and be responsible for seasonal cinema programmes including feature films and live-content streaming.
25. Manage the venue diary, ensure that there are no clashes and that events are deliverable by the Technical and other departments.

Marketing

26. Oversee strategic and operational marketing activity for the organisation.

Relevant Experience

Key Skills

1. Leadership & management skills: Manage and motivate staff and volunteers with personal drive and energy.
2. Advocacy: Effectively promote Trinity to all stakeholders and build relationships with staff, volunteers, customers and all who interact with Trinity
3. Financial literacy: Be accountable for the overall financial position of Trinity.

Essential

1. Minimum of 5 years of professional management experience.
2. A demonstrable passion for live arts, cinema, and cultural engagement.
3. An inclusive leadership style with proven ability to lead, inspire, motivate, manage and develop staff.
4. Proven effective strategic direction and planning.
5. Experience leading an organisation and setting strategic goals.
6. Proven experience of managing a team.
7. High level of literacy, with the ability to write thoughtful leadership pieces and promotional materials.
8. High level of numeracy, with the ability to set and manage budgets and oversee operational finances.
9. Proven organisational skills, ability to work to deadlines and under pressure.
10. Positive communication skills with emphasis on networking and relationship building.
11. Passion for working at a local, community-centred level.
12. Ability and willingness to travel and to work out-of-hours, as required.
13. Proven commitment to issues of equality, accessibility and cultural diversity, and to Equal Opportunities.

Desirable

14. Experience managing a charity.
15. Knowledge of the Tunbridge Wells area, its cultural heritage, and unique characteristics.
16. Experience of working with a Board.
17. A demonstrable track record of fundraising including through trusts, foundations, sponsors and donor cultivation.
18. Knowledge of national arts policies, networks and trends.
19. An understanding of the requirements of an Arts Council England's National Portfolio Organisation and ACE's Investment Principles.
20. An established network of contacts appropriate to Trinity.

Other Information

Holiday

24 days a year in addition to 8 bank holidays. Pro-rata for 0.6 FTE would be 19.2 days.

Pensions

Trinity provides statutory pension support i.e. will contribute 3% after qualifying period if employee signs up to scheme.

Staff Benefits

- Complimentary tickets available subject to conditions.
- Trinity provides free on-site parking to all staff whilst on-duty.
- Discounts at our onsite Cafe, both on and off duty, and complimentary hot/soft drinks.

Probation

The probation period will be three months for both parties. Notice period will be two months for both parties.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Trinity policies. It is not used during the short-listing process. Any information will be kept on file for a max of 12 months and then destroyed.

Equal Opportunities

Trinity Theatre values and promotes diversity and is committed to equality and opportunity for all. No job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. If any candidates have any concerns about the specifics of the recruitment process they should make contact to discuss any potential adjustments.

Appointments

In line with the Trinity's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Trinity will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in UK.

How to Apply

To apply, please return a CV and covering letter / email to the address or email below:-

- Trinity Theatre, Church Road, Tunbridge Wells, Kent TN1 1JP
- hr@trinitytheatre.net

The closing date for applications is 22nd April at midday, with interviews shortly afterwards.