

PROJECTS & PARTNERSHIPS DIRECTOR

APPLICATION PACK

Arts for Action is seeking an exceptional individual to support organisational growth, partnerships and project management. This is initially a part time/consultancy role, with potential to progress to a full-time senior role with strategic and financial management responsibilities.

Arts for Action makes provocative, cross-cultural performance and uses the arts and communication to improve lives. We are a young organisation but have projects in development in Africa, South and South-East Asia as well as the UK. For this reason, we need to expand the leadership team.

The successful applicant will work alongside Artistic Director Melissa Eveleigh to expand impact and reach, secure partnerships and support project management. The ideal candidate will understand the UK and international funding landscape and have substantial experience of working in either international development or the performing arts sector, with knowledge of the other. We are looking for someone entrepreneurial, highly organised and ambitious; a person who will thrive in an atmosphere of growth and change, and be ready to nurture the company through expansion into charitable status and increased global impact. Most of all, candidates must have passion for the positive role the arts can play in society, and ideas for how that role can be strengthened.

This is a rare and excellent opportunity to develop your career and professional profile, and help transform people's lives. If you want to be part of a vibrant change-making artistic community, connect to talented and extraordinary people from around the world and impact positively on poverty and injustice, we'd like to hear from you.

This pack contains background information about Arts for Action, Director Melissa Eveleigh, the post of Projects & Partnerships Director, a job description and person specification.



Photo: Moving into Political Voice: physical theatre workshop with young people in Karachi, 2017 Pakistan

AN INTRODUCTION TO ARTS FOR ACTION

Arts for Action makes performance and artistic work, applies the arts and communication for positive change. We work with institutions, governments, NGOs, communities and individuals, using creativity, theatre, media and communication for positive, quantifiable change, through training, consultancy, programmes and production.

Both in the UK and overseas, we develop artists, provide devising and physical theatre training, professional development and contribute to strategy and policy. It is an exhilarating time for the company as we take root in the UK and expand projects internationally.



Photo: H28made in memory of Ugandan gay rights activist, David Kato in collaboration with Forgotten Angle

In 2018 we are working on this exciting portfolio:

- Development and early devising phase of a large-scale intercultural historical dance-theatre production telling the story of Indentured Labourers who were shipped from India to South Africa after the end of slavery by the British Colonial Government, in partnership with the Market Theatre South Africa, The Indian Ensemble, Tara Arts and Contact in Manchester.
- Arts Advocacy for Eritrea: production of Karl Hoff's play *I am your Brother* with workshop and public engagement programme on the UK's foreign policy in respect of Eritrea, in partnership with English Pen and One Seyoum.
- *I am Africa*: a collaboration with Zimbabwean, Malawian and South African performers using Melissa's personal experience of prison in Zimbabwe, a coup within her own organisation and disastrous love affairs with high-profile politicians as the basis of an exposé of Britain's relationship with Africa.
- Co-production development with Singapore based performers.
- Professional development programme for upcoming performers in the South West in partnership with Lighthouse and Gecko
- Workers' rights programme in Pakistan in partnership with GIZ
- Arts for Justice in Bangladesh and Myanmar – multiple partners
- Developing Countering Violent Extremism projects in Nigeria and Pakistan
- Development of a standardised legal empowerment qualification for grassroots facilitators with the Governance and Justice Group
- Expanding arts for development programmes in African, South and South-East Asian countries.
- Audition and establish regular programme for the Arts for Action Ensemble



Photo: Arts Lab Physical theatre and professional development programme for upcoming talent in Zimbabwe

ABOUT FOUNDER/ ARTISTIC DIRECTOR MELISSA EVELEIGH

Melissa has been making theatre and applying arts and communication for development in diverse contexts for 15 years. Trained at The London Institute of Performing Arts, (LISPA) and living and working for 13 years in Malawi and Zimbabwe Melissa's practice is physical, and embraces a creative pedagogy rooted in local culture.

In 2003 she co-founded and ran Nanzikambe Arts in Malawi, then established Arts Lab in Zimbabwe, and has made award-winning productions with leading companies, including Tumbuka Dance Company and Forgotten Angle.

(Cant Talk About This and Standing in Pairs won Ovation awards at Grahamstown Festival 2013)



Photo: Training Human Drama team in Myanmar

With an amazing team in Malawi, a national programme for the arts and a national network of community based theatre makers was established: practitioners used social research, interactive theatre, and local media for positive change, and developed a Theatre-for-Decision-Makers model. As well as touring productions across the country and internationally, Nanzikambe Arts programmes quantifiably transformed lives in the areas of governance, justice, women's rights, sexual and reproductive health, HIV and Malaria prevention.

The model developed and used by paralegals empower prisoners to defend their rights, with the police and at court, reduced prison overcrowding and unlawful detention, This model has been replicated in Kenya, South Sudan, Bangladesh, and the Philippines.

In Zimbabwe, Melissa developed the performing arts programme, Arts Lab, created award winning work with Tumbuka Dance Company, and worked extensively at community and government levels, building relations between local authorities and residents through arts and communication action, in the context of economic collapse and political violence.



photo: Forum Theatre for Justice with the Human Drama Team in Myanmar

In Kenya, Bangladesh, Myanmar, Pakistan and South Sudan she has worked with paralegals, theatre practitioners, local NGOs and social mobilisers to develop theatre for justice programmes.

Recently, in the UK Melissa has collaborated with the David Glass Ensemble, launched the Arts Advocacy for Eritrea project, directed Live Mediation Theatre hosted by Rory Bremner and taught at AUB, LIPA, and Warwick University.

ARTS FOR ACTION GOVERNANCE FINANCES & FUNDRAISING

Arts for Action is a company limited by guarantee, and in the coming years aims to grow into an NGO overseen by a non-executive Board of Directors.

Our work is funded through a variety of sources including grant income from Arts Council England, partners, trusts or foundations, consultancy payments from agencies such as UN, FCO, British Council or funding from development partners ie GIZ, DFID, SDC or EU.

Over the coming year we want to move from project based funding basis to core ongoing support.

PROJECTS & PARTNERSHIPS DIRECTOR

Consultant role

In collaboration with the Artistic Director, the Projects & Partnerships Director will work on the following during a consultancy period:

- Manage and develop a portfolio of current, prospective funders and partners per project
- Develop engagement plans, strategy and regularly review progress
- Develop the fundraising database
- Develop proposals and applications for funding and partnership
- Increase the breadth and depth of our network by effectively building relationships
- Represent Arts for Action practitioners, stakeholders and partners and secure support for their work
- Support the development of our audience, online presence, participation in industry 'conversations' and networking opportunities.
- Review how Arts for Action positions itself and support the development of how we 'tell our story' and reach
- Light touch project management working with partners in Pakistan, South Africa, India and the UK to support logistics, administration and contracts

Full time position

The consultancy will be won on the basis of candidates having the potential to fulfil responsibilities of the full time position:

GENERAL:

Maintain a leadership role within Arts for Action, support the formation of a board, and be responsible to the board for the programme, policies and administrative management of the company, lead on financial and human resource management and programme manage as appropriate.

RESPONSIBILITIES: Strategic

1. Work alongside the Artistic Director to develop, articulate and implement Arts for Action's long-term strategic objectives.
2. Support Arts for Action's growth into a fully fledged NGO delivering ground breaking change programmes through the arts across the world.
3. Evolve Arts for Action's business model, produce strategic and business plans, and monitor progress against them.
4. Develop the company's co-producing and touring policy.
5. Create and maintain strong relationships with touring venue managers, co-producers, partner theatres and institutions and other partners.

6. Continue the development of Arts for Action's international profile and expand its international reach.
7. Position and promote Arts for Action's methodology, and track record of success.
8. Promote the company and its artistic policies to venues, funders, peers and the wider arts and development community as a member of Arts for Action's senior leadership.
9. Seek opportunities for further exploitation of all areas of the company's work.
10. Represent the company at meetings, conferences and workshops with national and international bodies.

Project Management

1. Collaborate with the Artistic Director and associate practitioners in evolving Arts for Action's artistic and positive change policies, proposing projects for development as appropriate.
2. Design, plan and fundraise for Arts for Action projects.
3. Ensure appropriate resourcing of projects and productions.
4. Support the Artistic Director in project recruitment as necessary.
5. Oversee general management of projects and productions in regard to negotiation with and contracting of project teams, managing budgets and ensuring that projects run cost-effectively within budget and meet project aims and objectives.
6. Ensure Arts for Action's rigorous Monitoring, Evaluation and Learning mechanisms are implemented throughout project life-cycles.
7. Take responsibility for logistics, administration, publicity as necessary.
8. Manage relationships and maintain clear direction of travel.

Financial

1. Direct the financial performance and viability of Arts for Action. Create and manage, with project staff, project and annual budgets.
2. Take responsibility for the fiscal integrity of Arts for Action projects.
3. Manage as necessary the Finance Manager in the timely and accurate preparation of monthly management accounts, cash-flow reports and year end accounts.
4. Control expenditure and income within agreed budgets.
5. Support the management of the Company's overall financial affairs within the rules of relevant legislation and statutory requirements. Maintain good relationships with the Company's auditors, bankers, and all national and governmental agencies relating to the company.

Funding & Partnerships

1. Alongside the Artistic Director, maintain regular and positive relations with partners – past, present and future
2. Identify new partnerships with institutions, NGOS, INGOS, Governments and Donors with whom Arts for Action can work, and where our models can be adopted and replicated.
3. Keep the fundraising database accurate and up-to-date with regard to grants, prospects, proposals and communications.
4. Provide regular updates on relationships, approaches made for the Artistic Director and Board.
5. Keep abreast of developments and trends in fundraising and NGO world and bring new opportunities to the attention of the Artistic Director and the Board.
6. Develop proposals with the Artistic Director and lead the company's fundraising from trusts and foundations, corporates and Multilateral organisations. Maintain relationships with existing funders and advance Arts for Action's fundraising strategy to secure short, medium and long-term funding.
7. Make additional applications to the Arts Council and any other statutory funders as required.

Board of Directors

1. Maintain a strong relationship between Arts for Action and its Board of Directors.
2. Oversee the arrangement of board and committee meetings, prepare papers and attend meetings for the presentation of financial information, written or verbal reports.
3. Support and initiate board recruitment, undertake appropriate inductions of the directors.

Personnel

1. Support the team day-to-day driving projects forward to completion.
2. Lead recruitment and appointment processes in support of Arts for Action's strategic objectives.
3. Ensure that all policies relating to Arts for Action employees are legally compliant, and that Arts for Action fulfils its duties as an employer in regard to its statutory responsibilities. Ensure appropriate compliance for all freelance staff and contractors; and lead on all complaints, grievance and disciplinary procedures with direct involvement as required.
4. Work with company and/or project leadership to ensure staff and project based staff are motivated, informed and trained to do their jobs.
5. Maintain a positive, flexible, responsive, empathetic and collaborative working culture at Arts for Action.

Other

1. Strategically pursue ethnic, class and gender diversity within the organisation and across all Arts for Action activity.
2. To undertake any related tasks as requested by the Artistic Director and the Board.

PERSON SPECIFICATION: Essential Experience and Skills

- At least five years experience working in an arts or international development context
- An entrepreneurial approach and track record of generating income, for example through previous successful involvement with fundraising
- Genuine interest and enthusiasm for Arts for Action and its objectives.
- A collaborative approach and a desire to work in partnership with the Artistic Director.
- A flexible strategic thinker with a vision for the how Arts for Action could develop over the next five years.
- Ability to create effective partnerships.
- Excellent communication skills – in person and in writing. Ability to synthesise complex information and to translate it into compelling copy for applications, updates and reports.
- Ability to plan clearly.
- Ability to work under pressure and prioritise competing short and long term objectives.
- Excellent financial management skills.
- Experience of successfully overseeing complex project budgets
- Fluent communication skills, with the ability to present and debate issues convincingly internally and externally, on public platforms.
- Political acumen, along with the ability to command personal respect and exert positive influence on policy makers, stake holders and the wider development and arts sectors.
- A demonstrable commitment to equality.
- Experience of working in cross-cultural contexts

Desirable Experience and Skills

- Experience of managing arts or communication for development projects through the project cycle
- Experience working overseas in an international development context
- Knowledge of trends in International Development, social change and the performing arts in the UK
- Understanding of physical devised theatre, forum, political and community theatre
- An understanding of the legal requirements of a charitable organisation
- Experience of working with a Board of voluntary trustees
- Experience of touring productions nationally and internationally

TERMS AND CONDITIONS:

CONSULTANCY:

Part time /20 days over 3 months starting when you can.
Fee negotiable.

FULL TIME POSITION:

Title of Job: Projects and Partnerships Director.
Employer: Arts for Action Ltd.
Salary: Depending on experience and commensurate with the seniority of the role.

Holidays: 25 working days plus 8 public holidays per year.

A contributory pension scheme would be available.

APPLICATION PROCESS:

Applications should be made by submitting a letter explaining (max 2 sides) what attracts you to this position and evidence of your ability to fulfil the responsibilities outlined in the job description and how you meet the criteria outlined in the person specification.

In addition, please include your CV, additional information form containing two references and a completed Equal Opportunities Monitoring form

Applications should be emailed to info@artsforaction.org.uk by 17th December 2017 and will be looked at on a rolling basis.

First round of interviews will take place w/c Monday 8th January.

Candidates invited for interview will be contacted by close of day 4th January

If you have any questions, or would like a confidential informal discussion about the role please contact kate.ainsley@artsforaction.org.uk who will schedule a time for you and Melissa to speak – before the 15th December.



Photo: H28made in memory of Ugandan gay rights activist, David Kato in collaboration with Forgotten Angle

ARTS FOR ACTION ADDITIONAL INFORMATION FORM REFERENCES:

Please give details of two people whom we may contact for a reference. These referees should have knowledge of you in a working environment, either paid or unpaid, and one should be your current or last employer. We will not take up references without your permission and do not intend to take up references before the 2nd interview stage.

Reference 1

Name:
Job Title:
Email:
Telephone:
Address:
In what context do you know this reference?
Can we contact this reference in advance of a job offer?

Reference 2

Name:
Job Title:
Email:
Telephone:
Address:
In what context do you know this reference?
Can we contact this reference in advance of a job offer?

NOTICE PERIOD

Can you please indicate your notice period, if any, and when you would be able to take up the position if you were successful:

CURRENT SALARY

Can you please indicate your current or most recent salary and remuneration package:

Notice Period:

Start Date:

STATEMENT:

I can confirm that: -

- The information given on this form is correct and complete.
- I possess all the qualifications, which I claim to hold.
- I understand that all appointments are subject to satisfactory references and proof of eligibility to work in the UK.
- I understand that submitting false information or withholding relevant information on this form may lead to my application being rejected or, if I am appointed, will constitute grounds for dismissal.

Please note that Arts for Action treats all applicants for employment fairly and actively promotes equality of opportunity and welcome applications from a wide range of candidates.

Applications from unsuccessful applicants will be kept on file for twelve months before being destroyed.

I confirm that the above information given by me is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the Data Protection Act 1998.

Name.....

Signature.....

Date.....

ARTS FOR ACTION - EQUAL OPPORTUNITIES MONITORING FORM

The completion of equal opportunities monitoring forms is optional and anonymous. This information is purely for monitoring purposes and will not form any part of the selection process.

Post applied for: Consultant/ Projects and Partnerships Director

I am:

White	<input type="checkbox"/>
Asian or British Asian	<input type="checkbox"/>
Black or British Black	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Mixed or Dual Heritage	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>
Not known/prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?

If so please specify:

I am:

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Transgender	<input type="checkbox"/>
Prefer another classification	<input type="checkbox"/>
prefer not to say	<input type="checkbox"/>

I am:

Under 19 years	<input type="checkbox"/>
20 – 34 years	<input type="checkbox"/>
35 – 49 years	<input type="checkbox"/>
50 – 64 years	<input type="checkbox"/>
65 + years	<input type="checkbox"/>
prefer not to say	<input type="checkbox"/>