

Job Description

National Youth Ballet of Great Britain – Executive Director, Part-Time

Job Title:	Executive Director
Salary:	£40,000 per annum, pro rata
Hours:	Part-time, 3 days per week (24 hours) – minimum 1 day at NYB’s offices in Edenbridge, Kent
Working with:	Artistic Director, Operations Manager, Fundraiser (freelance)
Reporting to:	Chair and Board of Trustees
Annual Leave:	28 days per year, including Bank Holidays, pro rata
Pension:	NYB will comply with all statutory requirements in relation to auto-enrolment
Probationary Period:	Three months
Notice Period:	One month during probationary period, three months thereafter

ABOUT US

National Youth Ballet of Great Britain (“NYB”) was founded in 1987 with the aim to widen participation in all aspects of ballet performance. We do this by enabling young dancers and choreographers to collaborate with their peers, alongside musicians, composers, designers, costumiers and stage managers, under the guidance and support of established professionals. Hundreds of young dancers, aged 8 to 18, audition for the highly coveted places in the Company annually. Many of the alumni go on to gain contracts with major ballet and musical theatre companies throughout the world. NYB also works with children from all walks of life through their outreach *Fit to Dance* programme in schools and in the community.

NYB commissions bold, new work, created by professional choreographers working within the industry, collaborating with musicians, designers, eminent composers, costumiers and technicians to create a complete company experience. In 2013, we launched the *Beyond Ballet Emerging Choreographers Platform*, which nurtures young choreographic talent, supporting young choreographers in devising and showcasing their own works at professional level.

Sir Matthew Bourne OBE, Director of New Adventures and NYB Patron said, “I have been so impressed by the ambition of this Company. We are not just looking at pieces of choreography, we are looking at pieces of theatre and that’s amazing! NYB simply doesn’t settle for second best!”

Jill Tookey CBE, the founder of NYB, passed away from cancer in March 2016. Jill’s successful career as Fashion Editor of two national magazines followed an earlier love of ballet and all-round vocational dance and design training at the Arts Educational School. She was totally committed to

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NYB, working on a full-time voluntary basis as Executive and Artistic Director. And in addition to the direction of the Company, Jill designed most of NYB's outstanding costumes.

NYB now has taken on the challenge of moving forward without its very dedicated founder. We appointed Mikah Smillie as Artistic Director in September 2016 following a wonderful 2016 Season celebrating Jill's years of whole-hearted and inspirational leadership. We have an amazing team of volunteers and patrons including Darcey Bussell CBE, Joanna Lumley OBE, Dame Monica Mason DBE, Sir Peter Wright CBE, Carlos Acosta CBE, David Bintley CBE and Lauren Cuthbertson.

We are now seeking an experienced, entrepreneurial and energetic Executive Director, to work alongside the Artistic Director, to secure the Company's future. By doing so, we aim to expand the offer we make to children and young people throughout the UK, making the company truly national.

PURPOSE OF THE ROLE

- The Executive Director, in tandem with the Artistic Director, will be responsible to the Chair and Board of Trustees for the leadership and strategic direction of the Charity. To formulate and regularly review the organisation's mission and strategic plan, ensuring the Board is able to monitor annual plans and targets.
- To be responsible for developing corporate sustainability, through monitoring National Youth Ballet's fundraising strategy and overseeing the cultivation of strategic partnerships that contribute to a sustainable business model.
- To provide staff leadership and competent management and administration of National Youth Ballet.
- To work closely with the Artistic Director and Operations Manager to ensure the Charity fulfils its mission to provide greater access to ballet for increased numbers of children and young people across the UK.

KEY RESPONSIBILITIES

Strategic Leadership

- Lead the Charity at a key time of growth and change by working closely with the Artistic Director to determine the rate and direction of development
- Regularly review the Charity's mission and strategic plan and ensure it is working to achieve its objectives within budget
- In tandem with the Artistic Director, Operations Manager and Marketing Trustee to lead a brand re-refresh to include a new website, CRM system, digital strategy, education portal, live streaming & a greater social media presence
- In partnership with the Artistic Director, represent the Charity at external events and use carefully devised PR and media strategies to further the profile of our work

- Build and maintain relationships with a number of key stakeholders, namely: school partners; alumni, students; funding bodies: corporate sponsors, trusts & foundations, individual donors; patrons, partner organisations and other charities; Government policy makers and local authorities
- Facilitate a staffing structure which best supports the organisation's development. Work with the Operations Manager to line manage the Operational team as we build
- Work closely with the Artistic Director to oversee and implement quality controls and the maintenance of good National Youth Ballet practice.

Application of Charity's Mission and Objectives

- In conjunction with the Artistic Director, oversee the development of National Youth Ballet's unique performance and artistic offering extending our reach to many more children and young people from all sectors of society
- Build and develop the potential revenue streams from Summer School, annual performances, audition and masterclass

Growth & Development Plan (including Fundraising)

- Develop and implement a coherent strategic plan for the growth and development of National Youth Ballet and ensure our economic viability
- Work with the Trustees and freelance Fundraiser to create a Development Plan for Fundraising across Grants, Trusts and Corporate Sponsors in order to maximise potential income
- Initiate fundraising events. Deliver effective presentations to supporters and potential donors
- Build successful alliances and partnerships with other organisations

Finance and Resource Management

- Formulate and manage the annual budget in consultation with the Board of Trustees and Finance Trustee within the confines of the strategic plan
- In conjunction with the Operations Team, ensure the Charity has the resources (human, material and financial) to operate effectively and achieve its aims
- Oversee the (outsourced) Management Accountants/Bookkeeper and ensure the timely and complete preparation of monthly management and annual audited accounts and Annual Report for the Charity's end July financial year
- Develop and implement effective financial control and information systems that allow for efficient reporting to all stakeholders, internal and external

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- Oversee and manage all budget holders and ensure the control of expenditure in line with the annual budget approved by the Board

Governance and Relationship with the Board of Trustees

- Report to the Board on the progress of the Charity on all matters relating to the Board's governance
- In conjunction with the Operations Manager implement and maintain systems for effective reporting. In consultation with the Chair, ensure regular and effective Board meetings and AGMs are scheduled, overseeing the preparation and circulation of all relevant papers and reporting requirements
- Support the Chair by advising on the structure, composition and engagement of the Board
- Ensure the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, in accordance with Charity Commission regulations, regulatory bodies and funders
- Fulfil the role of Company Secretary ensuring the Charity complies with all legislation, reviewing Board constitution and composition
- To oversee the completion of central reporting activities to revenue funders and statutory bodies e.g. Companies House and Charity Commission etc.

Manner of Work

- The list of responsibilities is not exhaustive and the Executive Director may be required to perform additional duties, as operationally required.

Person Specification

Essential Requirements

- At least 3 years' senior management experience or leadership role, ideally within charitable cultural or education sectors
- Proven strategic understanding of good business and financial planning
- Accurate financial planning and management skills. Experience and proven track record of holding and managing budgets
- A commitment to the cultural development of children and young people from all sectors of society
- Ability to create effective partnerships
- Highly motivate self-starter with a strong achievement drive and commitment to meeting objectives
- Excellent communication, presentation and interpersonal skills with the ability to promote National Youth Ballet to a range of audiences
- Strong commercial awareness and ability to negotiate, persuade and influence to achieve the best results for the organisation
- Ability to work under pressure, meeting deadlines as required
- Experience of overseeing successful, complex projects
- An entrepreneurial approach and proven track record of income generation

- Experience in organisational change
- Strong leadership and interpersonal skills that can deal effectively with internal and external relationships
- Excellent people management and motivational skills and the ability to resolve conflict
- Knowledge of IT systems, possession of competent personal IT skills
- A fluent communicator with the ability to present and debate issues convincingly internally and externally
- The ability to work with creative talent and strong personalities
- A collaborative approach and willingness to listen
- The ability to command personal respect and exert positive influence on stakeholders, supporters and partners
- A flexible approach to working hours and the ability to travel to meet the objectives of the role

Desirable Requirements

- Knowledge of the subsidised cultural sector
- Knowledge and understanding of dance training and development in the UK

Closing date for applications: 12 noon, Friday 27 October. Applications received after this date and time will not be considered.

Your application should be emailed to the Chair's PA: njordan@wedlakebell.com

In the subject line please write: NYB Executive Director Application

First interviews: Friday 10 November. Second interviews: Monday 13 November.

Location: Wedlake Bell, 71 Queen Victoria St, London, EC4V 4AY

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