**Creative Scene – Partnership Group Independent Chair**

In line with Partnership Agreement for Creative Scene and Arts Council Guidance for Creative People and Places which enables the consortium to elect an Independent Chair, Creative Scene wish to appointment an Independent Chair for their Partnership Group.

**Chair of the Partnership Group - Role description and specification**

This role is for an experienced freelance Chair and will be renumerated at a rate equivalent to an experienced professional in the cultural sector. Reasonable expenses will be reimbursed, in accordance with Brigantia’s expenses policy.

The Partnership Group Members take a collective responsibility for providing strategic oversight and direction for the Creative Scene project, with operational management from the Creative Scene team employed by Brigantia. The role of the Chair is to lead the Partnership Group, ensuring that it fulfils its responsibilities for the governance of the project, and also to work in conjunction with the Brigantia CEO and Creative Director, helping him/her to achieve the aims of the project.

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| * A time commitment of approx. 6-8 days per year. Meetings take place once a quarter and typically last 2 hours.
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| * The role of the Independent Chair is to enable the Creative Scene Partnership Group to work well and efficiently.
* The Independent Chair will support all Consortium Partners to ensure that the flow of information and decision-making is maintained and that the Consortium works within its Terms of Reference.
* The Independent Chair role is to ensure solid and efficient governance of Creative Scene (the CPP programme) in line with the funding agreement between Arts Council England and the lead organisation Brigantia Creative.
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| * The Independent Chair will be bound by the Creative Scene conflicts of interest policy.
* The Independent Chair will be voted in by the existing Partnership Group.
* The Independent Chair will be in post for an initial 3 year term with an option to extend to up to three terms, subject to reselection by the Partnership Group
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| * The Partnership Group will have the right to remove the Independent Chair at any time if voted for by a majority of the consortium partners.
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| * **The chair is** **responsible for chairing meetings for the Creative People and Places programme. This is not a Trustee role, and you will NOT be accountable to Companies House or the Charity Commission.**
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**Core tasks**

The Independent Chair will support all members of the Partnership Group and the Creative Scene Programme by:

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| * Acting as an independent focal point for discussion and sound out how the Partnership Group is working.
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| * Scoping and confirming the Core Partnership Group meeting agenda items and matters for discussion.
* Enabling and overseeing the processes of decision-making, conflict resolution and actual or perceived conflicts of interest where they may arise.
* Chairing the Partnership Group Meetings in line with agreed ways of working and ensuring all members have an opportunity to be fully heard.
* As and when they arise, helping in assuring a fair and objective process for any applications for membership of the Partnership Group
* Advocate for the ‘community voice’ and ensure Creative Scene actively involves local communities in decision-making at all levels.
* Providing strategic leadership.
* Supporting the Partnership Group to build a shared vision, values and mission.
* To exercise delegated authority as approved by the Partnership Group between meetings, to ensure that urgent matters are dealt with promptly.
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| * Supporting the Creative Director in a non-line management capacity, to ensure the CPP programme is delivered in a collaborative way.
* To represent and act as an advocate for the Creative Scene project.
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**Qualities of the Chair**

1. Commitment to the values of Creative Scene.
2. Professional, enthusiastic, dependable, conscientious.
3. Ability to work effectively as part of a team.
4. An understanding of and commitment to the role of ‘community voice’ within the programme.
5. Leadership and people management skills, with an ability to guide through facilitative and supportive methods.
6. Ability to encourage the expression of ideas and discussions.

**Desirable experience/knowledge**

1. Knowledge of the challenges and opportunities facing the Community Arts Sector
2. Knowledge of the local and regional political and policy landscape relevant to the Creative scene programme
3. Previous experience at Board level or as a Trustee.
4. Working or volunteering in the Cultural sector.
5. Successfully chairing meetings/committees.
6. Managing change and implementing new ways of working.
7. Experience of monitoring and evaluation, demonstrating outcomes and ensuring quality.

**How to apply**

To apply please send us an application that includes:

* A CV detailing relevant experience and the contact details for two referees.
* An expression of interest stating your relevant experience, why you would like the role and what you think you can offer.

We have a commitment to ensure the widest access to working with us so understand you might want to apply in a format that’s most comfortable for you. Therefore, the application can either be:

 • A CV and a covering letter of no more than 3 pages of A4. or

• A video (no longer than 5 minutes) – please send a link to the video not the full file.

If you need to talk to us about making an application in another format, please contact us.

**Deadline for applications – 5pm Tuesday 2nd April 2024**

Please send your application to hannah@creativescene.org.uk with the subject line Partnership Group Independent Chair Application.

Interviews will be held during the week of 15th April 2024. When you apply, please confirm whether you are available for an in-person interview at the Brigantia and Creative Scene office in Dewsbury during this week. If you can’t make it, we will find another mutually convenient time. Please also tell us about any access needs we can meet to support your application process.

As part of your application, we request that you please complete our Equality and Diversity Monitoring Survey <https://forms.office.com/e/i2hG2uQnV>

If you wish to discuss the opportunity before applying, please contact Nancy Barrette, Creative Scene Director at Nancy@creativescene.org.uk

**About Creative Scene**

Creative Scene is the Arts Council England Creative People and Places project in our area, covering Kirklees, West Yorkshire, funded by ACE to invest in areas where participation in arts and culture is lower than the national average. There are many reasons why this might be including: low awareness, lack of accessible or relevant opportunities. There are over 30 Creative People and Places projects in England, located in areas where people have traditionally had fewer opportunities to get involved with the arts. To date, Creative People and Places projects have reached over 1.2 million people, 90% of whom do not regularly engage in the arts.

In our area, covering the wards of Batley & Spen and Dewsbury, West Yorkshire, there is very little by way of professional arts infrastructure, cultural organisations and venues. Creative Scene sets out to develop this infrastructure as a way to grow the local cultural ecology, and to support the public in shaping local arts and cultural provision. In so doing so, we aim to increase attendance and participation in excellent art and culture.

To do this we work with a wide range of creatives, of all kinds; sketchers, print makers, craftivists, poets, video makers, bloggers, light artists, and performers. To create new experiences that inspire, stimulate, and intrigue. The events and performances we produce take place on streets and in parks, in community halls, pubs and social centres, with stories projected onto buildings, operas sung from church halls, and dance bringing life to the market squares.

Above all, we work with the people of the area to co-create projects - involving them from the very start, in identifying opportunities, developing briefs, selecting artists, co-producing events, and taking part in events

For more information about Creative Scene please go to - <https://www.creativescene.org.uk>

For information about Arts Council’s England Creative People and Places Programme please go to - <https://www.artscouncil.org.uk/creative-people-and-places-0>