

**APPLICATION PACK**  
**Head of Arts & Culture**

<b>Job Role:</b>	Head of Arts & Culture, £35,000-£45,000 per annum
<b>Reporting to:</b>	CEO
<b>Working Hours:</b>	5 days (35 hours per week)
<b>Key working relationships:</b>	Culture Team, Senior Management Team, Venue Team, freelancers, funders, volunteers, partners and relevant stakeholders
<b>Contract type:</b>	Minimum 12 month rolling contract (Maternity Cover)

### About the London Irish Centre (LIC)

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The London Irish Centre is the oldest and largest Irish Centre in Britain, offering a mix of community and cultural services for both Irish and local communities in London and UK wide.

We are in the early stages of a multi-year ambitious strategic plan to reimagine, redevelop and recreate our Camden Centre home as a world-class community and cultural centre.

Our services include:

- London's leading Irish **Arts, Culture** and **Heritage** programme
- 4 dynamic **venue** spaces available to **hire** for meetings, weddings, classes and more
- **Café-bar** workspace serving snacks and drinks
- **Library** with over 7,000 books **AQS Information, Advice and Support** on a wide range of welfare issues, from housing to benefits
- **Social Groups** strengthening communities across London
- **Warm, safe spaces** for people to connect
- **Community Café** serving subsidised nutritious meals
- Accredited **Befriending Service** to connect people facing loneliness
- **Health and Wellbeing Advice** led by our resident nurse
- **Survivor Service**, including a **Freephone Response Line** to provide information and support to survivors of Irish institutional abuse
- **Weekly Walk-in Enablement Clinic** for those living with complex needs or multiple areas of disadvantage
- **Food Poverty Support**, including a Community Fridge with food donations available, emergency vouchers and food bank collection

### How to Apply

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In this pack we have included a job description and person specification to support your candidature. The details in the job description and person specification should be addressed in a cover letter. To apply for this vacancy, please send your CV and a cover letter to [recruitment@londonirishcentre.org](mailto:recruitment@londonirishcentre.org)

The deadline for applications is 9am, Monday 6<sup>th</sup> February 2023.

If you would like to have an informal conversation with Hannah Pender Head of Arts & Culture , please contact us by email at [recruitment@londonirishcentre.org](mailto:recruitment@londonirishcentre.org) to arrange a call.

### Job Brief

We are looking for an experienced, dynamic and visionary Head of Arts & Culture, to drive our cultural events, education and heritage programme. You will have a passion for, and a demonstrable track record of leading a team of creatives, developing and implementing professional and community programmes, as well as managing a busy and diverse programme of activity.

The London Irish Centre deliver the largest Irish cultural programme in Britain. The London Irish Centre is known for its high quality, diverse, multidisciplinary Irish Cultural programme, including Events and an Education and Heritage service.

The Head of Arts & Culture is the lead on the Cultural Service which is split into two service areas: Cultural Events and Education and Heritage. The Culture Service accounts for 50% of the charity's mission.

You will be a supportive, compassionate, enthusiastic, and experienced leader and manager of services that strengthen communities. An effective change manager, you will be passionate about making a difference to the Irish and wider communities across London and the United Kingdom.

### Personal Specification

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#### Essential and Desirable Skills & Experience

Experience	Essential	Desirable
Demonstrable experience of producing, curating and delivering creative programmes.	X	
Experience in leadership, development and coaching of staff and volunteers.	X	
Demonstrable experience in working in and leading a venue.		X
Experience in bid writing, grant management and the development of relationships with funders		X
Experience working with and responding to a diverse group of community needs.		X
Experience in capital redevelopment projects/ closure and reopening of a venue including pre-launch programming		X
Knowledge	Essential	Desirable
Understanding the arts/culture landscape.	X	
To understand how to diversify and contemporise current representations of Ireland and Irish Culture.	X	
A network or knowledge of artists, agents and alternative venues, specifically within the Irish community.		X
A passion and sensitivity of Irish arts, culture and artists.	X	

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
High level IT literacy across the Microsoft Office suite, particularly Excel, Word and PowerPoint, and the ability to use other digital platforms.	X	
Excellent communication (both written and verbal), relationship-building and influencing skills, working with a wide range of stakeholders.	X	
High level of numeracy and confidence dealing with figures.	X	
Ability to create a multi-year strategy.	X	
<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Friendly, warm, open and even tempered – able to cope with urgent deadlines, stressful situations and conflicting demands.	X	
An affinity and enthusiasm with the purpose, vision, mission and values of the LIC.	X	
Keen to learn and develop in the role, with an ability to make best use of mentoring, supervision and training opportunities.	X	

### Key areas of responsibility

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#### Service Oversight

- Work with the Culture team to curate a high quality, diverse, and multi-disciplinary programme of events, education and heritage activity (including the O'Donovan Library) which will both connect Irish communities, support Irish artists, and enrich lives through Irish Culture. These programmes will be in-person and online.
- Build and maintain strong working relationships with funders, artists, managers and key stakeholders.
- Represent the LIC on multiple boards and committees which align with the charity's missions and values.
- Produce regular verbal and written reports on engagement, activity delivery, impact and the development of new programmes.

#### People

- Provide line management support, supervision, coaching and appraisals with the Culture Team.
- Support the recruitment, training, induction and supervision of volunteers and freelancers.
- Monitor performance against budgets, targets and Key Performance Indicators.

#### Budget Management

- Oversee the services budgets and ensure that all financial procedures are upheld and maintained.
- Work with the Fundraising Manager to source, apply and acquire new funding streams to support service delivery.
- Work with the Culture Team to ensure that events are financially sustainable, lucrative where necessary or create good value for community groups.
- Work with the finance team to ensure robust budget setting and management, with income and expenditure accurately recorded, and taking overall accountability for Culture finances.

### **Cultural Strategy**

- Work with the CEO and Management Team to achieve the charity's strategic objectives.
- Develop and plan for the closure/remote working of the culture programme during the redevelopment build.
- Evaluate event delivery to ensure client satisfaction, to maximise future opportunities and to encourage repeat business.
- Ensure resources across Culture are effectively targeted.
- Develop and foster mutually beneficial relationships with external stakeholders and partners.

### **General**

- Gather marketing and promotional material to publicly demonstrate the impact of the work.
- Undertake training and professional development to support service objectives.
- Undertake any other reasonable duties as may be required.
- Diversify audiences and communities attending the LIC's Cultural programme.

*This job description is a guide to the nature of the work required of the Head of Arts & Culture, it is not wholly comprehensive or restrictive and may be reviewed as required.*

### **Employee Benefits**

- Enhanced annual leave - 26 days plus bank holidays (increase to 27 days after 5 years of service pro rata)
- Enhanced sick pay - 4 weeks of contractual hours on full pay after completion of probationary period pro rata
- Enhanced maternity and adoption leave pay
- Flexible working where possible for each role
- Cycle to Work Scheme
- Tech Scheme
- Eyesight tests and corrective glasses
- Jury Duty leave pay
- Employee Assistance Programme
- Complimentary tickets to select events
- 50% discount on LIC education courses (subject to availability)
- 20% discount at the LIC shop and 10% discount at the LIC bar
- Mindfulness app membership

**\*Only available to staff on contracts of a minimum of 12 months**

## LONDON IRISH CENTRE

### OUR SIX CORE VALUES

At the London Irish Centre we strive to be:

1. Welcoming
2. Compassionate
3. Inclusive
4. Creative
5. Community-centred
6. Sustainable

*The London Irish Centre is an equal opportunities employer. We actively encourage applications from diverse backgrounds, communities and industries, and are committed to equality and diversity within our workforce. Please note our offices have some barriers to access, which is one of the core missions that our redevelopment will overcome.*