



## **Job Description and Person Specification**

### **Head of Partnerships & Places**

<b>Hours</b>	<b>35 Hours per week. (Full-Time)</b>
<b>Location:</b>	<b>On-site Bow Arts office.</b>
<b>Salary range:</b>	<b>£39,850</b>
<b>Benefits:</b>	<b>25 days holiday entitlement pro rata, Cycle Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Remploy Access to Work Mental Health Support Service, Staff Socials</b>
<b>Duration:</b>	<b>Permanent</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Responsible for:</b>	<b>1 x Operations and Estates manager, P&amp;P Project Manager, F&amp;B Manager, Marcoms Trainee, Café Casual Staff.</b>

### **About Bow Arts**

Established in 1995, Bow Arts is an arts and educational charity, which has grown rapidly to become one of London's leading affordable workspace providers for creative professionals. Our mission is to support community renewal across London by delivering quality arts and creative services through a financially sustainable, social enterprise model that is committed to delivering access and affordability.

Bow Arts manages affordable creative workspaces for over 900 artists across multiple sites, it runs a learning program that works with over 90 schools annually, supporting over 10,000 young people. We also manage an exhibition and events program, delivered through the Nunnery Gallery, that champions new talent and is home to the East London Arts Prize.

The Trust is organised across five departments: Live & Work Space, Learning, Arts & Events, Partnerships & Places, these four departments are supported by the



Core Services department that centrally manages finance, HR and governance. Bow Arts has a staff of 29, based in our office at our Bow Road site, and is a friendly, fast-paced environment to work in.

As an award-winning social enterprise, Bow Arts is one of east London's great success stories. We earned our reputation by being community-focused and through 'creative place making', taking underused or overlooked spaces and revitalizing them to create supportive environments for artists and creatives to thrive, providing benefits for the communities in which we are located.

We have carefully grown a reputation as an open, friendly and innovative organisation.

Bow Arts is dedicated to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the communities we serve. We anonymise applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address the possibility of unconscious bias.

## **Role Overview:**

The Head of Partnerships and Places will lead and manage strategic partnerships and place-focused initiatives to enhance community development and cultural sustainability, supporting enterprise and ensuring access to Bow Arts services across London. This position will initially focus on three of London's largest infrastructure and regeneration projects: The Royal Docks, Thamesmead, and Camden HS2. Our goal is to expand our portfolio through our strategic partnerships with organisations such as Notting Hill Genesis, Peabody and Local Authorities over the coming years, and we seek an individual capable of growing with us.

This is a unique opportunity to place yourself at the heart of transformative change, building networks and creating opportunities for residents, artists, and businesses. Therefore, we seek a person with exceptional collaboration, strategic planning, and project management skills to work closely with our stakeholders across multiple sectors to drive initiatives that promote sustainable cultural infrastructure, economic growth and social inclusion.

## **Job Description**

### **Senior Team:**

- Contribute to the business planning and be accountable for the delivery of Bow Art Trust's objectives, particularly in relation to growing our Key Strategic Partnerships.
- Manage The Partnerships and Places trustee sub-committee, meeting the committee's Terms of Reference and supporting the committee Chair with the strategic development and oversight of the department.
- Regularly attend and contribute to full Board meetings and deliver high-quality reports and management information to the Senior Team, the Board and board sub committees as required.

### **Partnership Development:**

- Identify, establish, and manage strategic partnerships with key stakeholders, including Registered Housing Providers, Local Authorities, developers, non-profits, businesses, and community organisations.
- Negotiate and manage partnership agreements to ensure mutual benefits and successful outcomes.

### **Place-Based Initiatives:**

- Manage the planning, development, and implementation of place-based projects that enhance community well-being.
- Coordinate with partners and communities to encourage local enterprise and initiatives, that align with community needs and support building sustainable a cultural infrastructure.
- Monitor and evaluate the impact of place-based initiatives, ensuring they deliver measurable benefits.

### **Stakeholder Engagement:**

- Act as the primary liaison between the organisation and external stakeholders.
- Facilitate effective communication and collaboration among partners and community members.



- Represent the organisation at public meetings, conferences, and other events.

### **Finance & Reporting:**

- Maintain good quality management information to support the financial and operational management of the Trading Company.
- Assemble and present high-quality reports on the performance of the Trading company to the Senior Team and the Board as required.
- Produce Annual Departmental Budgets, Operational Plans and set yearly KPIs.
- Maintain monthly finance reports and quarterly Management Reports for the Chief Exec and Board, highlighting and finding solutions for key variances.

### **Staffing:**

- Line management, monitoring and evaluation of staff against an agreed appraisal system.
- Operate a performance management culture whereby roles and accountabilities are clear and individual and team performance are regularly monitored and underperformance is addressed immediately.
- Ensure all staff are supported through regular feedback, both informal and formal (in line with appropriate policies and procedures), to achieve greatest potential in delivering agreed outcomes.

### **Other:**

- Ensure compliance with Bow Arts policies and procedures, including: Equality and Diversity, Financial Regulations and statutory Health and Safety.
- Maintain confidentiality agreements and conduct yourself in a professional manner during the course of your duties.
- Demonstrate a willingness to undertake training as required for the development of the post and enhancement of the company's skill base.



- Engage with staff and clients of Bow Arts in a positive and constructive manner and to attend such meetings as the post requires in order to fulfil its aims.
- Promote the aims and objectives of Bow Arts by acting as an ambassador for the organisation in a pro-active and informed manner.
- Undertake other duties consistent with the level of the post.

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**Person Specification**

**In the application process we are looking for you to demonstrate:**

Experience in prioritising busy workloads and meeting deadlines.
Experience of line-managing a range of staff.
Experience of developing and managing budgets.
Experience of liaising with a range of organisations and individuals at many levels, including local authorities, developers, funders.
Ability to communicate clearly and effectively.
IT literate
Motivated and organised.



## Person Specification (Desirable)

Knowledge and experience of commercial property and facilities management.
Knowledge and experience of tender & Grant application processes.
Knowledge and understanding of current Health and Safety Legislation.
Knowledge and experience in enterprise development, with particular focus around F&B businesses.

Due to our work with young people, all staff are subject to an enhanced Disclosure and Barring Service (DBS) check.

**To apply for this role, please complete the [application form](#) and [equal opportunities monitoring form](#). CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email [recruitment@bowarts.com](mailto:recruitment@bowarts.com) or phone 020 8980 7774.**

**Application Closing Date: 5pm, Tuesday 20<sup>th</sup> August 2024**

**Interview Date: W/c 26<sup>th</sup> August 2024**

**Please note, Bow Arts' studio holders are not eligible for this role due to conflict of interest.**