



Director Recruitment Pack QueerArts UK CIC

Annual Time Commitment:

- 10x 2-hour meetings
- 2x half-day Away Days
- Minimum 2x 121s with CEO
- Review key documents, emails, development proposals etc.
- Additional tasks as and where necessary

Location: York/Hybrid

Pay: Unpaid position



Generic Responsibilities

QueerArts UK CIC is an organisation with a mission to champion queer arts and culture in the City of York and more widely. We achieve this by undertaking a range of activities both practical and strategic. This is a crucial time in the organisation's development and therefore our new directors will play a key role in leading the organisation in achieving its strategic goals and vision. Given the development period of the organisation, this role will include work that is both operational and strategic, with a particular focus on relationship-building, development work and infrastructure building.

QueerArts UK CIC endeavours to offer flexible working patterns and family friendly considerations where possible. As an organisation we are proud to foster a supportive culture which helps staff contribute fully, flourish and excel, to reach their full potential. We embrace equality, diversity and inclusion in all our activities.

Main Purpose of the Role:

- To provide strategic leadership and direction for QueerArts UK CIC in line with its vision and values
- Work with the Board and staff team to set and achieve strategic goals, plans and fundraising objectives
- Ensure long term sustainability, through effective governance
- Support and build the capability and infrastructure of the organisation to enable it to meet current and future challenges
- Lead on the development of one of our key strategic aims of opening an LGBTQ+ creative community venue in the City of York



Key Result Areas

- Agreeing with the Board strategic goals and be accountable for overall organisational results
- Driving transformation and continuous performance across all activity to ensure high quality activity across all of the organisation
- Identifying and taking advantage of opportunities that are in line with the organisations strategy and vision, through the delegation of roles
- Ensure strong and visible leadership for the organisation

Ethics and Conduct

- Build relationships rooted in mutual respect
- Have a rich and deep understanding of the LGBTQ+ community, ensuring staff, volunteers and participants feel valued and respected at all times



Working with the Board

- Regularly review and monitor the organisation's vision, strategy and performance
- Keep up-to-date on the changing landscape by identifying the challenges, opportunities and future developments that will inform longer-term planning and future developments
- Work with the CEO to ensure that the board receives regular management information, advice, and guidance on all related matters to enable it to fulfil its governance responsibilities and operate within the agreed schemes of delegation
- Ensure you are the board receive sufficient advice and information to enable it to fulfil its responsibilities
- Understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility.
- Monitor, and review the policies adopted by the Board

Strategic Leadership

- Take a shared accountability for the long-term strategic planning of all programme/activity areas, targets and objectives
- Ensure that the organisation has the resources (human, material and financial) to operate as effectively as possible

Organisational Effectiveness



- Ensure that the organisation and processes are well considered, efficient and fit for purpose
- Prioritise and approve financial resources appropriately ensuring efficiency and effectiveness
- Ensure staff are well supported to ensure that they are successful in their work, meeting outcomes whilst duly considering workload and staff wellbeing
- Establish and oversee systems, processes and policies that enable the organisation to operate effectively and efficiently
- Ensure effective approaches to identify, manage and mitigate risk

Financial Planning and Management

- Consult with the CEO and liaise with the Finance Officer to understand budgets
- Responsibility for the overall financial health of the organisation; ensuring that expenditure is controlled in line with approved



Culture

- Build a culture which nurtures trust and confidence within a framework of coaching and enabling individuals and teams, where everyone is valued and equipped to do their job
- Drive a supportive, creative and inclusive culture for all involved in QueerArts UK CIC
- Monitor HR strategy, appraisal systems and training programmes, and promote diversity and equality of opportunity in all the organisations work and practices.

Risk Management

- Responsible for supporting the development of the organisation's risk register, in collaboration with the CEO that identifies and evaluates the risks to the organisation's people (clients, staff, management, volunteers), property, finances, and reputation and implements measures to control risks.
- Ensure the organisation carries appropriate and adequate insurance coverage, and that terms, conditions and limitations of the insurance coverage are understood.

Representing the Organisation



- Develop and lead the overall organisational strategy, seeking opportunities to expand and promote the role of the organisation
- Develop and embed a culture of continuous improvement to meet stretching financial and performance targets, including the implementation of efficient ways of working
- Act as an advocate and public face for QueerArts UK CIC, promoting the organisation's core purpose and values to maximise the profile of the organisation

Equality and Diversity

- Ensure our commitment is put into practice. We have an EDI policy which should be adhered to at all times

Health and Safety

- Ensure the health and safety of all staff, volunteers and participants
- The above list of duties is indicative only and not exhaustive. The Director is expected to carry out all such additional duties as are reasonably commensurate with the role, and as deemed appropriate by the Board.

Approved by: The Board of Directors

Date: 29th April 2024

