

Executive Director

The Devon Guild of Craftsmen is seeking an outstanding individual with strong leadership and management skills to drive forward the strategic, artistic and operational development of the organisation.

You will be passionate about contemporary crafts, with entrepreneurial flair and an eye for new opportunities. With experience of working with a range of stakeholders and developing successful partnerships, you have the ability to analyse issues holistically and provide reasoned judgment.

The Devon Guild is seeking a director with the ability to provide the leadership and vision to motivate staff, Trustees, Members and other internal and external stakeholders. An important part of the role is also to act as an advocate for the organisation and the crafts sector. You will therefore have knowledge of appropriate sector networks and where strategic developmental opportunities may be found.

You will be able to lead on the business planning process, combining the development of a high quality artistic and educational programme with appropriate fundraising and income generating strategies. This will include directing the Devon Guild through a time of change as it undertakes an exciting capital (build or relocation) project to ensure long term sustainability.

You will have overall responsibility for all staff, for developing the membership base of the organisation and for Member communications. The ability to lead a small but diverse team and monitor business performance is key to the role, as is an understanding of audience development in the arts.

About Devon Guild of Craftsmen

Our base at Riverside Mill in Bovey Tracey is the leading venue for crafts in the South West, recognised for the quality of our exhibitions and with an international reputation. Each year, we welcome around 120,000 members of the public to enjoy, to take part and to buy craft. Our vision of creating the craftspeople, enthusiasts and audiences of the future is achieved through an exhibition programme drawn from makers in the South West, across the UK and abroad, through work with local schools and community groups, through workshops, talks and visits, and through providing education and marketing opportunities that develop the creative businesses of professional makers. See www.crafts.org.uk for more information.

A registered charity and membership organisation for professional makers, our income streams include Arts Council England National Portfolio funding, project grants from trusts/foundations, Member and Friends subscriptions and individual donations. Over the past few years we have received Arts Council England Catalyst funding to build our fundraising knowledge.

Devon Guild Limited is a wholly owned trading subsidiary of the charity. The trading company runs the craft shop and the Terrace Café with any surplus earned being donated to the charity. Both enterprises form an important part of our operation, supporting Members through craft sales and adding to the visitor experience.

KEY OBJECTIVES OF ROLE

- **To drive the development of the organisation through effective strategic, artistic and operational leadership**
- **To deliver the artistic and organisational vision and mission, ensuring that the company remains at the leading edge of current practice**
- **To further the organisation's regional, national and international reputation as a major centre for the presentation and promotion of craft, developing our profile and status at every level.**
- **To provide an effective Company Secretary function for Devon Guild of Craftsmen.**

RESPONSIBLE TO/FOR

The Executive Director is responsible to the Board of Directors and line managed by the Chairman of Trustees. The Executive Director is responsible for the:

- **Head of Finance and Operations**
- **Exhibitions Manager**
- **Education Manager**
- **Marketing Manager**
- **Development Officer**
- **Retail Manager**
- **Head Chef**
- **Front of House (Café) Supervisor**

SALARY

The salary is Grade 1: Senior Manager and will be in the range £34,183 - £42,911 with a probationary period of up to six months. We offer thirty days paid holiday per year (to include bank holidays). Additional benefits include discounts on craftwork and food from the café, and the chance to be part of a busy but friendly organisation. We offer an auto-enrolment pension at the basic rate.

HOURS

Normal office hours are 9am to 5.30pm Monday to Friday with a one-hour lunch break, however the demands of the role will often also require attendance at exhibition openings, Members' meetings and other events in the evening or on a weekend or bank holiday. The need to travel to meetings across the region or further afield is also the norm.

PROBATION AND NOTICE PERIOD

The probation period is up to six months, during which the notice period is four weeks on either side. Following the completion of a successful probationary period, the notice period is three months on either side.

TRAINING

The Devon Guild is committed to the continuous development of the knowledge and skills of employees.

EQUAL OPPORTUNITIES

The Devon Guild has an Equality and Diversity Policy and all employees agree to abide by its terms.

Candidates who consider they may have a disability: reasonable adjustments will be made to the job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this in your application, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview. Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

APPLICATION PROCEDURE

Please submit the following:

- A statement setting out clearly how you meet the selection criteria detailed in the person specification and the job description
- A current CV together with the contact details of at least two referees, one of whom should be your current or most recent employer. Please indicate if you do not wish us to contact your referees prior to interview
- An equal opportunities employment monitoring form

Candidates should note that the equal opportunities monitoring form is used for monitoring purposes and is never included in the short-listing process; all applicants are selected against the person specification only.

The closing date for return of applications is noon on Wednesday 27 September 2017. Applications cannot be accepted after this time.

Interviews will take place on 10 October 2017. We anticipate being able to inform you if you have been selected for interview on or by 4 October 2017.

Please e-mail or post applications to:

Alison Penwell, Office Manager, Devon Guild of Craftsmen, Riverside Mill, Bovey Tracey, Devon TQ13 9AF 01626 832223

E-mail: alison.penwell@crafts.org.uk

All applications will be acknowledged by return email, however we cannot guarantee that we are able to offer feedback to candidates who are not shortlisted for interview.

For an informal chat about the role please contact Erica Steer, Executive Director on 01626 832223 or erica.steer@crafts.org.uk or Lindsay Cornish, Chairman of Trustees on lindsay.cornish@crafts.org.uk.

Further details about the organisation are available on our website www.crafts.org.uk

The Devon Guild of Craftsmen is an equal opportunities employer. The Devon Guild is committed to ensuring that our delivery of services and employment practices reflect the highest possible quality standards, including a strong commitment to equality and diversity. We recognize that people with different skills, cultural backgrounds and experiences bring fresh ideas and perceptions that benefit the organisation and all of its stakeholders and therefore welcome applicants from all backgrounds.