

## Chief Executive Officer

### Job Description

Farnham Maltings is a cultural organisation and charity, based in Farnham, Southwest Surrey, that works locally, nationally, and internationally to encourage people to participate in, shape and understand the world in which we live. It was established in 1969 and proudly delivers on its core founding objectives (see background document).

The Board is seeking an exceptional **Chief Executive Officer** to lead Farnham Maltings into its next phase of development as the creative heart of the town and region. The focus of the role is to, with Executive Team, develop and execute an inspiring vision and strategy which ensures Farnham Maltings attracts a wide range of people/communities to engage in cultural activities at the same time as growing its work nationally and internationally. This role will lead inclusively and seek to nurture talent both internally and externally, build on and develop new strong partnerships and collaborations with a broad range of local, national, and international arts and non-arts organisations to deliver an exciting programme of work.

Farnham Malting's mission is to encourage people to be actively creative; connecting with others unlike ourselves; and by articulating new ideas we will foster a happier, healthier, and more inclusive set of communities. We instinctively gravitate to the margins, aspire to be generous, seek out surprising partnerships and delight in working with people who can do things better than us.

We require a post holder who will ensure the highest standards in creative and management practice, capable of inspiring an organisation of around 100 people and 400,000 annual visitors, working closely with the Board and strategic partners such as Arts Council England, Waverley BC, University of Creative Arts, Farnham Town Council and a series of major trusts and non-arts organisations as well as manage a broad membership base from the local community and a c.£2.5 million budget. To this end we seek a thoughtful, progressive, and forward-thinking leader who can offer excellent strategic, leadership, stakeholder engagement and communication skills.

## Accountabilities

### Strategy and Artistic

- Provide strategic leadership and direction across all areas of the organisation, aligned to the agreed mission, strategic vision and business plan. This role is expected to drive and deliver the plans and the process of creating a strategic and business plan that is progressive, forward-thinking, sustainable and positions the organisation as a key provider and enabler of cultural activity locally, regionally and internationally.

- To ensure the Executive Team leads Farnham Maltings as one team to achieve a dynamic, well-run organisation which attracts and retains the best talent to deliver the strategy.
- Representing Farnham Maltings to stakeholders, sponsors and funding bodies and, in particular, to grow, maintain and develop the relationship with Arts Council England and key public bodies such as Waverley BC and Farnham Town council.
- Responsible for ensuring the delivery and development of cultural, community and artistic development of Farnham Maltings and the artistic programme which includes delivering a programme of new theatre for new audiences across southeast England and nationally. Responsible for developing and maintaining good working relationships with other theatres, production companies and collaborates with artists, industry professionals and contractors.
- To sustain and develop a set of organisational partnerships that help meet the organisations mission and purpose which boost visitors and audiences and maintain Farnham Maltings' reputation as a professional and outgoing culture centre, ensuring prominence in the industry, public eye, press and among local organisations and community.

## Leadership

- Regularly meet and draw insight from members, visitors, audiences and staff to stay attuned to their needs in line with the strategic vision.
- Act as an ambassador for, and leader of, the community and continually role modelling the purpose and values of the organisation as a community-centred organisation.
- Attend relevant meetings and events, representing Farnham Maltings and its interests and find ways to develop existing partnerships and reaching out to members.
- Inspire a high performing Executive Team and support and guide them to manage their teams to the highest possible standard ensuring each function has effective and clear plans, programmes frameworks of work and risk management frameworks in place.
- To inspire and cultivate a diverse and inclusive, supportive and happy workplace for all employees, contractors and volunteers that is conducive to the development, production and presentation of high-quality work in an energised environment.

## Governance and Operations

- To ensure the organisation is well-governed in accordance with the delegations of authority delivered from the Board. Builds a strong relationship with the Chair and Board producing regular reports and check-ins.

- To have overall responsibility for compliance and funding, financial planning and management, resilience and evaluation of Farnham Maltings to ensure it is delivering value for money as directed by the Board. To ensure the plans and results are up to date, transparent and well-communicated to members, stakeholders, donors and the public.
- Ensure all its functions are efficient and effective. Continually monitor, evaluate results, manage risks and when required re-evaluating the development plan in collaboration with our Board, staff, volunteers and members.

## Key Experience

- Proven track record as a senior leader of an arts / community based or related organisation including showing evidence of developing and executing strategy, multi-stakeholder collaboration and working with a Board and developing a values-driven, high performing team.
- Evidence of delivering in line with values, developing and nurturing diverse and inclusive teams and being able to reach into a wide range of communities and communicate with a range of people to create the best possible outcomes.
- Evidence of being able to lead and manage complex operations and funding streams with a close eye to risk management, sustainability and thoughtful execution of plans.
- Strong communication skills - ability to be flexible and able to adapt style to the audience and foster confidence in the organisation and its plans.
- Evidence of being able to adapt and manage change, able to keep the organisation on the front foot of events and making bold choices when required.
- Evidence of creating an environment which results in developing new talent, ideas and audiences.

## Person Specification

- Passionate and enthusiastic about the mission of Farnham Maltings as set out in our objectives.
- Has strategic vision and can turn plans into action.
- Inclusive leader who develops people and delivers in line with our Values and brings people with them.
- Astute and dynamic - someone who can act with agility and boldness when required.
- Open and transparent - seeks to bring people in to get the right outcome.