



DIRECTOR – PART TIME

BAFA, the British Arts Festivals Association, wishes to appoint a Director to work two days per week from late July/early August. BAFA is currently reviewing its staffing structure and it is likely that the Director's role will develop over time.

BAFA will celebrate its 50th Anniversary in 2019. With 127 members including arts festivals and universities, the organisation is embarking on a new strategic direction, looking to build its profile and secure its long-term future.

As a champion for UK arts festivals, BAFA currently organises an annual conference, a number of special interest seminars and area meetings including a Welsh festivals forum. BAFA also organises an annual student conference and works closely with its university members.

HOW TO APPLY

Please apply by email and include a short covering letter setting out why you would like to be considered for the position, together with your current CV, including names and contact details of two referees, by **Friday 29 June** to:

bafarecruitment@gmail.com

Interviews will be held in Central London on **Thursday 5 July**

PURPOSE OF THE POST

The Director will provide strategic leadership to BAFA. Working closely with the Chair and board, the successful candidate will aim to raise the profile of the arts festival sector and of BAFA, to advocate for the special achievements of arts festivals, and to provide support to the BAFA membership.

TASKS

- To raise the profile of the UK arts festivals sector, by acting as the public face of BAFA, leading on advocacy and liaison within the sector and other relevant bodies;
- To develop a long-term strategic vision for BAFA in partnership with the BAFA board;
- To produce a three-year development plan, supporting the sustainable delivery of this vision;
- To plan and deliver an annual programme of events for BAFA, supported by the BAFA Administrator;
- To initiate and co-ordinate a series of strategic research projects;
- To fundraise for income to enable delivery of both events and research projects;
- To increase the number of arts festivals currently in BAFA membership;
- To ensure that BAFA's members receive relevant, effective and dynamic services in return for their membership, with the support of the BAFA Administrator;
- To manage BAFA's budget and finances with the Treasurer;
- To ensure that board meetings are effectively planned and managed, working with the Chair and with the support of the BAFA Administrator;
- To ensure that BAFA remains governance compliant at all times;
- To line manage the BAFA Administrator.

PERSON SPECIFICATION

Essential

- Wide ranging knowledge of and enthusiasm for arts festivals in the UK;
- At least five years' experience of working in the cultural sector;
- Excellent communicator, both in person and in writing, with a variety of audiences including the festivals sector, funding bodies and key influencers;
- Experience of running events, including conferences and seminars;
- Fundraising experience, specifically in the public and charitable trust sectors;
- Excellent strategic planning skills;
- Proactive, a self-starter and also good at working as part of a team;
- Experience of working with and supporting a board;
- Experience in and knowledge of the charitable sector and specific governance requirements;
- Experience of advocacy and lobbying activity in the arts or related sectors;
- Experience of financial management, including production of financial reports, budgets and forecasts;
- Excellent administrative skills;
- Excellent all-round IT skills.

Desirable

- Experience of working with the Higher Education sector.

OUTLINE TERMS AND CONDITIONS

Salary	£35,000 per annum pro rata (ie £14,000)
Hours	Two days per week which can be worked flexibly across the year, although it will be essential to ensure regular and effective liaison with the BAFA Administrator who is contracted for 2-3 days per week. Hours could increase subject to successful business development.
Location	BAFA currently has a small office at the Albany in Deptford, South East London, but is prepared to consider a more flexible arrangement – ie working from home for part or all of the time. There are four board meetings per annum in London.
