



Dear Candidate,

Thank you for your interest in the role of Executive Director at the Margate Creative Land Trust.

The Trust is a newly established charity helping to secure long-term workspace for the creative industries, and opportunities for people to participate in the arts. With secured funding of £6.7m through the Margate Town Deal Programme, this is a great opportunity to take forward the vision of the Trust and to make a real and lasting difference to the creative sector in Margate and the wider Thanet area.

The new Executive Director, working closely with the Board, key stakeholders, and the local creative community will help us achieve our vision by developing and collaborating with colleagues to identify opportunities for investment in land and property, oversee acquisitions and management of our assets, thereby delivering our organisational objective and supporting the creative sector in Margate and the wider Thanet area. As a charity still in its start-up phase this is an exciting time to join us, but comes with all the related challenges, and need to be 'hands on'.

You will lead on building a wide range of diverse relationship with local individuals and organisations, demonstrate your capacity to translate your professional experience effectively into the creative environment and work with the wider Trust team to deliver cohesive and agile operations, prioritising across multiple projects, partnerships and timeframes.

We are looking for an inspiring and energetic individual with a track record of successful strategic leadership either in the not-for-profit sector, or someone looking to transfer their experience and knowledge into the not-for-profit sector, creating opportunities for the creative community to flourish. Ideally you will have a background in commercial property, not for profit and/or an understanding of the creative industries. Operational management, service development and delivery experience working across a range of disciplines is essential.

We are seeking a highly motivated professional who shares a deep commitment to our values and will be a positive catalyst.

The Trust values diversity and want to be as inclusive as possible from the outset. We would particularly encourage applications from individuals that are under-represented, who have faced socio-economic barriers and those that identify as LGBTQ+, and disabled people. All candidates must be highly committed to Equality, Diversity and Inclusion and share the values and vision of the Margate Creative Land Trust.

We look forward to hearing from you.

Paula Hirst  
Chair of Board of Trustees



## **ABOUT US**

**Margate is home to a burgeoning creative community and has been identified as a key production hub within the Thames Estuary Production Corridor.**

While creative businesses have grown by 158% since 2009, Margate has lost 11% of its commercial spaces in the last 20 years. Coupled with rising rents for the remaining eligible spaces, this has created a lack of appropriate venues for the variety of artistic pursuits. Creative practitioners urgently need space to protect and grow the creative industries in Margate.

Taking inspiration from other models developed to protect creative space such as in central London where property values are rising, the Trust in Margate will ensure that creative space and programming is inclusive. A central part of its mission is to support underserved communities to access opportunities within the creative industries, including leadership, jobs, training and enterprise development.

The project was co-created by the community and local creative practitioners, and the organisation is established as an independent entity by Thanet District Council on behalf of the Margate Town Deal Board.

Substantial funding has been secured from Central Government through the Margate Town Deal, and the Margate Creative Land Trust was registered as an independent charity in April 2022. It's goal is to purchase physical space in Margate, provide affordable rents and deliver community programmes to support inclusive, sustainable practice in the creative industries in Margate and across the area of Thanet.

### **Vision**

A thriving, resilient and innovative creative sector that provides inclusive enterprise, employment and learning opportunities for people living and working in Margate and the surrounding areas.

### **Mission**

To establish a variety of accessible and inspiring creative spaces that provides benefit to the community, creative sector and local economy in perpetuity.

### **Aims**

- To protect, sustain and grow Margate's creative sector through improved security and sustainability, and by increasing the quantity of places for creative practice in the town
- To support the inclusive regeneration and economic growth of Margate and the district of Thanet
- To support the creation of new jobs and training opportunities within Margate's creative enterprises, and to address barriers to entry for Thanet's diverse communities
- To celebrate Margate's creatives and the achievements of the sector and, to support its growth and establishment as a regional creative hub

- To add value to existing market activity and to avoid displacement or crowding out of initiatives by others
- To support moves towards a zero carbon and environmentally sustainable economy through our investment decisions and operations
- To be a fair employer and promote equality, diversity and inclusion in all that we do
- To be evidence based in our investment decisions to meet the specific needs of Margate's creative community
- To be timely in our decision making and delivery
- To lead to enable the realisation of our vision
- To work in partnership and collaboration with others to achieve our mission

## Values

**Open & inclusive:** We are friendly, approachable, accessible and seek to work collaboratively and in partnership. We will design ways to ensure we meaningfully and regularly engage with the communities we serve

**Innovative:** We know we have to play the long game to have a lasting impact, but we are not afraid to test or pilot radical ideas in the short term. We are ambitious and we will disrupt the status quo to ensure more underrepresented groups benefit from creative sector opportunities

**Sustainable:** We are a commercially sound, environmentally and socially responsible organisation and we champion this within the sector.



**Job Title:** Executive Director

**Responsible to:** The Board of Trustees

**Responsible for:** Finance Director; Operations Manager

**Salary:** £80,000 - £90,000 pro rata dependent on experience (0.8 FTE)

**Term:** Permanent

## **THE ROLE**

### **Key Responsibilities**

- Lead the organisation
- Develop and nurture a team
- Develop and deliver the strategic plan
- Take ownership of the future direction and shape of MCLT
- Work closely with the Chair of the Board, Trustees and staff to provide dynamic leadership
- Ability to develop and drive the new MCLT strategy to support the creative community in Margate and the wider Thanet area
- Ensure clear decision making and prioritisation across the charity, including all cost and profit centres, aligning the organisations goals from top to bottom.
- Ensure effective implementation of the business plan in line with agreed strategic aims and financial objectives to support and develop the creative sector.
- Ensure the provision of timely management information and reporting
- Alongside members of the team, cultivate supporter relationships and write bids to funders including Thanet District Council, Arts Council England and relevant government departments, trusts and foundations, partner organisations and individuals.
- Manage funding agreements with Thanet District Council, the Margate Town Deal Board and any future funders and partners
- Directly oversee all reporting, governance and operations of the charity, making sure that all risk is identified, and managed, and statutory and funder requirements are delivered

### **Key Skills and Experience**

- Experience of leading the development of and implementing strategy and business plans that deliver outputs
- Building relationships both internal and external to delivery of the organisational objectives
- Proven leadership in a similar role in a multifaceted organisation in a public, private or not for profit setting where the management of operational excellence have been integral to the success of the organisation

- Knowledge and experience of one or more of the following is essential: property development, charities, facilities management and/or the creative sector
- Experience of setting strategy and leading a new start up organisation
- Strong general management skills with proven ability to champion and facilitate an open and collaborative team environment
- Proven ability and experience of building a team and nurturing accountability
- Proven experience of developing evaluation frameworks that integrate both qualitative and quantitative approaches

### **Personal Characteristics**

- A great leader, representing the charity across a wide range of networks and with key individuals and embedding its values through the organisation's working culture
- Ability to be strategic while also focusing on detail and delivery
- A people person – able to hire and nurture talent
- Articulate with an ability to lead key decisions taking the wider team with you
- Strongly numerate with the ability to be entrepreneurial and take measured risks

### **Salary**

£80,000 - £95,000 pro rata 4 days a week, subject to experience. Hybrid working with a least 2 days 'in the office' based in Margate

### **Hours**

37.5 per week – with flexibility to work outside of normal office hours, evenings and weekends as required.

### **Benefits**

25 days holiday plus bank holidays.

Auto enrolment pension after successfully completing probation with regular employer's contribution

As a start-up, we anticipate benefits will be further developed by the postholder, subject to Board approval

### **Equity, Diversity and Inclusion**

The Trust values diversity and must represent Margate and the wider area for the entrepreneurial, creative and diverse place that it is. We are committed to social justice and tackling under-represented people from a wide range of backgrounds, including those in our immediate vicinity. We want to be as inclusive as possible from the outset. We particularly encourage applications from those who are under-represented, including people facing socio-economic barriers, LGBTQ+ people, and people with disabilities. We are very keen to hear from people who have lived experience of, and / or a personal connection to, Margate and the surrounding area.

### **How to apply:**

To apply for this role please send your CV with a supporting statement (not more than two pages A4) explaining why you want to apply for this role and how you meet the job criteria outlined above to, [info@margatecreativelandtrust.org](mailto:info@margatecreativelandtrust.org)

Please state in the subject line: **Executive Director** – First Name Last Name

When submitting your application, you will also be asked to provide personal information across several dimensions of diversity and inclusiveness. This information is kept entirely confidential and will not be used to evaluate your candidacy. We collect this data to help us analyse our recruitment process holistically and implement actions that promote diversity and inclusiveness. While optional, we strongly encourage you to provide this information as it will hold us to account and contribute towards our goal of building a fairer working world. We ask you because it matters to us all.

### **Applications Timetable**

**Deadline for applications:** 10am, 30<sup>th</sup> January 2023

**Shortlisted candidates contacted:** by 3<sup>rd</sup> February 2023

**Interview:** w/c 6<sup>th</sup> / 13<sup>th</sup> February 2023

**Period of notice:** 1 week either way during probationary period. 3 months' notice after completion of the 6 month probationary period

**Asylum and Immigration Act 1996:** To confirm your right to work in the UK, MCLT is required by law to see the original of at least one document from HM Government specified list.

<https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>