

# **Brief for Regional Development Co-ordinator**

**Turning Point South West**

**Fixed Term Freelance Contract**



## **Regional Development Co-ordinator - Turning Point South West**

### **Fixed Term Freelance Contract**

**3 days per week for 18 months**

**Fee: £27,000 (£30,000 per annum pro rata) plus approved expenses**

**Start date: 1<sup>st</sup> November 2010 - End date: 30<sup>th</sup> April 2012**

The successful candidate will be expected to attend the Turning Point Network National Meeting on the 3<sup>rd</sup> November 2010.

This post reports to the steering group of Turning Point South West and is line managed by its Chair.

A highly motivated and experienced professional with excellent knowledge of the visual arts is sought to work with the visual arts sector across the South West region. We would expect candidates to have experience of project management and delivery in order to take forward a wide range of initiatives and programmes. You must have effective communication and negotiation skills and be able to develop and manage relationships at all levels.

The following document outlines the Job Profile and Person Specification for a Co-ordinator to manage and administer the work of Turning Point South West.

### **Background**

In 2006, Arts Council England published *Turning Point*, a 10-year strategy for strengthening the visual arts in England. Based on the findings of an in-depth analysis of the visual arts, it pointed towards a vibrant, talented and dynamic sector that had experienced a period of significant growth over the previous decade and a half. It also presented a number of recommendations for building activity and capacity to make the visual arts infrastructure more sustainable and to enable the sector to develop further. Following a restructure of the Arts Council's national office in the same year, a new arts strategy department was formed and in June 2007 a new visual arts team was recruited with the task of delivering *Turning Point*. Since then, the team has been working with the regional colleagues on a number of initiatives that have been laying the foundations for the strategy's full implementation. The Arts Council are committed to delivering *Turning Point* in its entirety, and have made strengthening the visual arts one of the key development priorities in the Arts Council plan for 2008-2011. For more information about the Arts Council's England's visual arts policy and *Turning Point*, please visit <http://turningpointnetwork.org.uk>

As part of this national initiative each region has formed an independent steering group (the South West group was the last to be formed), representing the sector in its region. These groups link together to form a national network. Each group has a slightly different structure which reflects the different circumstances and priorities of its region.

**The Turning Point South West steering group is comprised of 3 groups of 4 people representing the following sectors:**

1. RFO's – *Arnolfini (Bristol), Newlyn Art Gallery and The Exchange (Cornwall), Plymouth Arts Centre (Devon) and Spike Island (Bristol).*
2. Independent artists - *Sovay Berriman (Bristol), Peter Stiles (Devon), Jacy Wall (Somerset), Amanda Wallwork (Dorset).*
3. Non RFO/independent - *Forest of Dean Sculpture Trust (Gloucestershire), University College Falmouth (Cornwall), Big Picture (Dorset), Reveal (Somerset).*

The representation sets out to reflect the geographic spread but inevitably cannot cover every area within the region. The Regional Development Co-ordinator for Turning Point South West will need to work across the counties of Bristol, Cornwall, Devon, Dorset, Gloucestershire, the Isles of Scilly, Somerset and Wiltshire and the unitary authorities of Bath & North East Somerset, Bristol, South Gloucestershire, Swindon, North Somerset, Bournemouth, Poole, Plymouth and Torbay and be able to understand and engage with the visual arts ecology of both the rural and urban environments.

The stated aim of Turning Point South West is:

***To raise the level of critical dialogue and engagement across the region in order to support a dynamic and sustainable visual arts sector, especially within the current economic climate.***

The Objectives are:

1. *Supporting and developing excellence in artists and arts organisations*
2. *Empowering the sector with greater skills and knowledge*
3. *Providing greater opportunities for networking, partnership working and collaborative projects, including engagement with wider networks nationally and internationally*
4. *Developing better understanding of audiences and extending reach*
5. *Improving economic stability*
6. *To provide leadership and advocacy*

## **Job Purpose**

To co-ordinate and manage the work of Turning Point South West, to assist in the formulation and implementation of a programme of work which supports the group's aims, and to facilitate knowledge sharing across the regional group, and between other steering groups, nationally.

## **Key Outputs and Accountabilities**

- To organise a meeting of regional organisations and individuals from the region's visual arts sector in order to provide a springboard for the group's programme.
- To drive implementation of the group's aims and objectives as directed by members of the steering group.
- To facilitate knowledge and information sharing across the group, and between other national Turning Point groups, including establishing systems and programmes that are relevant.
- To manage and keep up-to-date the Turning Point South West website.
- To establish a framework to support efficient consultation between the group and Arts Council England.
- To work with other partners and funders to increase resources for activity agreed with members of the group.
- To provide the National Turning Point Coordinator with quarterly progress reports with regards to the steering groups activities.
- To manage the network's financial activity and budget, (which currently stands at £147,000), to present management accounts regularly to the Turning Point South West Steering Group and annually for approval at the AGM.
- To work with the National Coordinator, Turning Point to deliver evaluation of the groups activities.
- To be aware at all times of the implications of diversity for the arts, and to promote a diverse perspective in all activities undertaken.
- To co-ordinate papers and minutes of the Turning Point South West Steering Group meetings and to provide suitable administration of the network and keeping appropriate records and files.
- To lead on fundraising on behalf of the Turning Point South West Steering Group to secure future sustainability of the organisation.
- To complete all agreed plans of activity by 30<sup>th</sup> April 2012.

## Person Specification

### Essential

- Knowledge and enthusiasm for contemporary visual arts.
- An understanding of equal opportunities and an appreciation of the value of diversity.
- 2 years experience in a relevant area.
- Effective communication and negotiation skills.
- Excellent research and organisational skills.
- An ability to plan, manage and prioritise own workload.
- Strong computer and administrative skills.
- Confident, friendly nature, able to develop and maintain relationships with external contacts, including at a high level.
- Administration and financial acumen.
- To travel across the South West region.

### Desirable

- Knowledge of visual arts in the South West region.
- Experience of working within a contemporary visual arts organisation.
- Educated to degree level or equivalent.
- Experience of fundraising within and for the visual arts.

## Competencies

The following section outlines the core competencies that candidates will need to demonstrate in order to fulfil the needs of this post:

### **1. Strategic outlook**

Takes a broad and long term perspective, understands the group's role in relation to its environment and context, gathers relevant information from a wide range of sources and uses this in a creative and structured way to inform strategy.

- Is sensitive to organisational priorities
- Identifies key issues and principles

### **2. Relating and influencing**

The ability to influence and negotiate with diverse and significant individuals and groups, both internally across the group, and externally, in order to further the group's agenda.

- Develops credible and logical arguments
- Adjusts own arguments in response to reactions from others.

### **3. Communication and personal impact**

The ability to communicate ideas clearly, authoritatively and credibly to a wide range of audiences both verbally and in writing. To use language that reflects inclusivity and is relevant to the audience.

- Authoritative, credible and persuasive style
- Listens carefully to understand issues

### **4. Working in partnership**

To be able to work collaboratively and flexibly with internal and external stakeholders, to build trust, partnerships and networks.

- Promotes collaboration and partnership with others to meet their needs and those of the group.
- Draws people together to work on joint initiatives in a positive manner
- Builds and maintains a wide range of contacts
- Shares information with others

### **5. Drive and initiative**

Shows drive and is motivated to deliver effective solutions that further the group's objectives. Is self confident and takes initiative.

- Sets personal goals and monitors own achievement
- Takes responsibility when things go wrong
- Takes control of situations and asserts authority when necessary
- Confronts and deals with difficult issues, acting in the interests of the group.

### **6. Planning and monitoring (alignment, focus and planning)**

Develops achievable plans and is rigorous in monitoring and reviewing progress and performance; takes effective action to identify issues and recover plans where they are off target.

- Develops practical and achievable plans for both self and others
- Monitors, reviews performance and quality and, communicates progress
- Promptly identifies issues that may hinder or prevent delivery

### **7. Analysis and evaluation**

Reviews and understands complex information and evaluates this with regard to a broader context (internal and external) using a range of criteria.

- Reviews appropriate evidence as a basis for decisions

- Always considers the wider context when reviewing information
- Anticipates and deals with risk effectively

## **8. Project Management**

To plan, implement and deliver complex projects using clear project methodology and to engage others in delivering the projects effectively.

- Manages and monitors plans and risks
- Works in partnership with others effectively to deliver projects
- Ensures effective communications with stakeholders.
- Delivers successful outcomes

### **Tendering process**

We invite expressions of interest from suitably qualified professionals to be **sent to the Chair**, by the deadline of **5pm September 27<sup>th</sup> 2010**. This should include your CV with the inclusion of two referees and letter stating your relevant professional experience and how you match the person specification giving details of your relevant skills and experience you may have and what particular qualities and experience you would bring to the post if appointed.

### **Provisional interview date: 11<sup>th</sup> October 2010**

Turning Point South West makes every effort to inform all candidates if they have not been successful for interview. However, in the event of not being contacted by **6<sup>th</sup> October 2010** then please assume that you have not been shortlisted.

### **For further information please contact:**

#### **Tom Trevor**

Chair

Turning Point South West

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**Submit tenders to Tom Trevor, Chair, Turning Point South West; address as above.**