



LONDON ARTS IN HEALTH FORUM

JOB DESCRIPTION

- Post Title:** Director (12 month interim contract)
- Accountable to:** Chair and Trustees of London Arts in Health Forum
- Fee:** £30,000
- Time commitment:** This is a freelance consultancy contract but it is expected that the Director will typically work an average of 3-4 days/week

Access and equality: London Arts in Health Forum is committed to being an inclusive employer and contractor welcoming staff and consultants from a wide variety of backgrounds. Black, Asian and minority ethnic (BAME) people, as well as disabled people are currently underrepresented in leadership roles in the field of arts and health. We welcome and encourage BAME and disabled candidates to apply for this post. In compliance with the Equality Act, we offer a guaranteed interview scheme for disabled applicants who meet all the essential criteria.

Further information: We welcome any general queries about the application process and would be pleased to provide the application pack in a different format (large print, etc, please contact us with a request). If you would like an informal conversation about the role, you can speak to Damian Hebron, the current Director - email damian@lahf.org.uk. For enquiries about the application process, please contact neil@lahf.org.uk

Applying: Please submit a CV and letter of application explaining how you meet the person specification (maximum 800 words) to neil@lahf.org.uk by 10am on 10 September 2018.

Background: London Arts in Health Forum (LAHF) is a charity which creates and promotes opportunities for the arts to reach everyone in society – regardless of their health or personal circumstances. It has two primary focuses - creating opportunities for people experiencing ill health to engage with the arts; and raising awareness of the health and wellbeing benefits of engaging with high quality creative activity.

We believe that participating in the arts and exploring creativity makes a crucial difference to the health and wellbeing of individuals and of society as a whole. LAHF is a central pillar in the fast emerging world of arts and health. LAHF has been at the forefront of this work for many years and is widely respected for the support it offers to individual artists, patients and service

users, health professionals and the wider public. The organisation works collaboratively in everything it does, partnering with a huge range of colleagues to increase the impact the arts can have on the health of everyone in society. It is a small organisation with a core team of expert staff, a strong and engaged board, diverse and strong networks and a commitment to quality in the delivery of its work.

People with acknowledged ill health (both mental and physical) are traditionally excluded from the arts and yet research increasingly indicates that engaging in creative activity has wide ranging health and wellbeing benefits. LAHF exists to challenge traditional inequalities by generating more and better arts experiences for everyone.

2017-18 was a significant year for the organisation and the wider arts and health sector. For the past five years, LAHF has been at the forefront of delivering a national advocacy approach to arts and health resulting in the establishment of the National Alliance for Arts, Health and Wellbeing. We have supported the All Party Parliamentary Group for Arts, Health and Wellbeing and advised on its two year inquiry into the role of the arts in tackling health inequalities. This inquiry, published in July 2017 as Creative Health was a hugely significant moment for people working in this area generating new recognition for the impact of the arts on health and wellbeing and triggering a number of policy and clinical developments.

This work continues and in March 2018, the National Alliance for Arts, Health and Wellbeing merged with the National Alliance for Museums, Health and Wellbeing. The newly launched Culture, Health and Wellbeing Alliance brings together 50 leading organisations working in this area and is being supported by Arts Council England over the next four years as a Sector Support Organisation. It is already having significant impact on the sector and on policy and in its first two months attracted over 2,000 members.

LAHF is grateful to Arts Council England for its ongoing support for the organization with annual funding of £65,662. In 2017, LAHF's place in the Arts Council's National Portfolio of leading arts organisations was cemented until 2022 providing a financial core to the organisation's output and delivery. At the heart of the organisation is support for individual practitioners, over the course of the year, LAHF responds to more than 1,500 enquiries with support and guidance. In addition, events provided significant networking opportunities for artists, newsletters and blogs offer information and signposting to resources and opportunities as well as guidance on best practice. The organisation's key moment in the year is its annual festival. In 2018, more than 35,000 people attended events in Creativity and Wellbeing Week and the festival was twice as big as when it started six years earlier. It goes from strength to strength and in 2019 will develop more of a national presence.

The role: Over the past fifteen years, LAHF has been led by Damian Hebron, taking the organisation from an informal grouping of hospital practitioners to a vibrant and well regarded charity with sound finances and a wide network of support. In the autumn of 2018, Damian is stepping down and we are looking to appoint a highly skilled and experienced Director to help us on the next stage of our developmental journey. Our ambitions are high and include new projects, an expansion of Creativity and Wellbeing Week, an increase in our blogs and social media output, new events and a re-brand and overhaul of the charity and the projects it delivers with a specific focus on increasing the diversity of the field of culture and health practice and developing new networks and opportunities for the organization and wider sector.

Your role will be to lead the organization and deliver this activity, managing staff and supporting the board in achieving its strategic vision for the organization. You will be a passionate and compelling advocate for the impact of the arts on health and wellbeing. You will be highly experienced in the arts and/or health with a proven capacity to collaborate with diverse partners. You will be great at combining strategic vision with a willingness to deliver practical solutions and you will have a track record of implementing change.

Over the next year we want to re-brand the organization, overhaul our web presence, set a new strategic vision and establish permanent staff contracts. This is alongside delivering our core business. You will demonstrate experience and understanding of running a small charity with a small staff team to best support our goals, with outstanding partnership working and a proven track record of effective fundraising and change management.

The post is a freelance contract for one year. By the end of 2019 we hope to be in a position to make a substantive permanent appointment of a staff team including a Director.

Key Responsibilities

1. To lead London Arts in Health Forum delivering the main commitments in our business plan including Creativity and Wellbeing Week 2019, our fortnightly newsletter, the monthly Culture, Health and Wellbeing Alliance bulletin, our social media outputs and providing advice and support to the arts and health sector.
2. To deliver on our agreements with Arts Council England and other partners.
3. To oversee good governance and timely and full reporting to the Charity Commission and Companies House.
4. To support and manage the Festival Co-ordinator and other staff and volunteers.
5. To build a close working relationship with the Trustees to ensure a strong strategic direction and delivery plan for the next 5 years.
6. To take the lead in developing and implementing a new strategy and re-brand of the charity.
7. Create and drive a new fundraising plan to deliver new projects and ensure new income and grants.
8. To ensure that appropriate monthly financial management and controls are maintained and that the financial health of the charity including expenditure and income is clearly reported to the Trustees. To take mitigating action as required.
9. To develop and promote links and relations with key stakeholders and partners to create a strong presence in the arts and health sectors, representing LAHF on the Culture, Health and Wellbeing Alliance, on the All Party Parliamentary Group for Arts, Health and Wellbeing's Advisory Group and on other bodies and groups as appropriate.
10. To lead on all media enquiries and general promotion of the organisation.



**PERSON SPECIFICATION
DIRECTOR
(Interim 12 months)**

Tested through: A=Application and or I=Interview

	ESSENTIAL	A/I	DESIRABLE	A/I
Qualifications/ experience	Experience of working in a leadership role in the cultural sector	A	Educated to degree level	A
Previous Experience	Wide ranging experience in the arts and culture field	A&I	Managing and delivering events	A
	Experience of working in or with the health/social care sectors.	A&I	Programming festivals	A
	Proven experience of financial management including planning, budget management, forecasting and cost management.	A	Supporting or managing a membership organisation	A
			Press and public relations experience	A
	Proven experience of building, developing and maintaining effective relationships with partner organisations and individuals.	A	Experience of leading change management	A
	Proven experience of project development and management.	A		
	Experience of writing for print or publication	A		

Skills/ Knowledge/ Ability	Outstanding interpersonal skills with the ability to work effectively with individuals from a wide range of backgrounds.	A&I	Proven experience of effectively supporting and managing staff, appropriate to the level of the role	A&I
	A demonstrable commitment to diversity and equality.	I	Good understanding of the health and social care sectors	A&I
	Knowledge of examples of best practice in the field of arts and culture for health and wellbeing.	A&I	A good understanding of different research methodologies and practice.	A&I
	Strong strategic capabilities in business planning and focusing on the long-term interests of the organisation.	A&I	Good understanding of the use of information technology and social media.	A&I
	High level of written and oral communication and of public presentation.	A&I	Knowledge and understanding of charity law and employment law.	A&I
	Experience of raising funds from diverse income sources such as earned income; public sector grants and contracts; trusts and foundations; sponsorship; individual giving	A&I		
	Financial management skills to understand and communicate the financial health of the Charity.	A&I		
	Experience of successfully working under pressure, with multiple demands and in a changing environment.	I		
	Self-direction - ability to work on own initiative and without direction. Ability to structure own time and prioritise effectively to deliver on the key goals set by the Chair and Trustees.	I		

<p>Additional Information</p>	<p>All contract holders and employees are expected to behave at all times in a way which enhances the reputation of LAHF. The Trustees expect this to involve empathy and social skills - in order to understand the perspective of others and build effective working relationships.</p> <p>The post holder will be expected to actively seek out opportunities to collaborate and create new opportunities for organisations and individuals working in the field of arts and health to network and support each other.</p> <p>LAHF seeks to model good practice in its dealings with the public, stakeholders and partners, working in an inclusive manner, enabling access, equality of opportunity and encouraging environmental responsibility. These behaviours will be expected to be demonstrated by the Director.</p> <p>The post holder will be encouraged to develop skills and capabilities, including participation in projects and training. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.</p>	<p>A&I</p> <p>A&I</p> <p>A&I</p> <p>A&I</p>		
<p>Equal Opportunities</p>	<p>LAHF seeks to be a leader in the cultural sector in modelling best practice in equality and access. The post holder will be expected to model and promote best practice in this regard in every aspect of the work and at all</p>	<p>A&I</p>		

	times carry out his/her responsibilities with due regard to LAHF's Equal Opportunities Policy.			
Performance Review	Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.	A&I		