

شبابك; نافذة  
على الثقافات  
العربية المعاصرة  
A WINDOW ON  
CONTEMPORARY  
ARAB CULTURES



### **Job Description - Executive Director**

Shubbak seeks an Executive Director to join our small and dynamic team in a period of transformational change following the successful delivery of Shubbak Festival in 2023. This is offered as a part-time, permanent position.

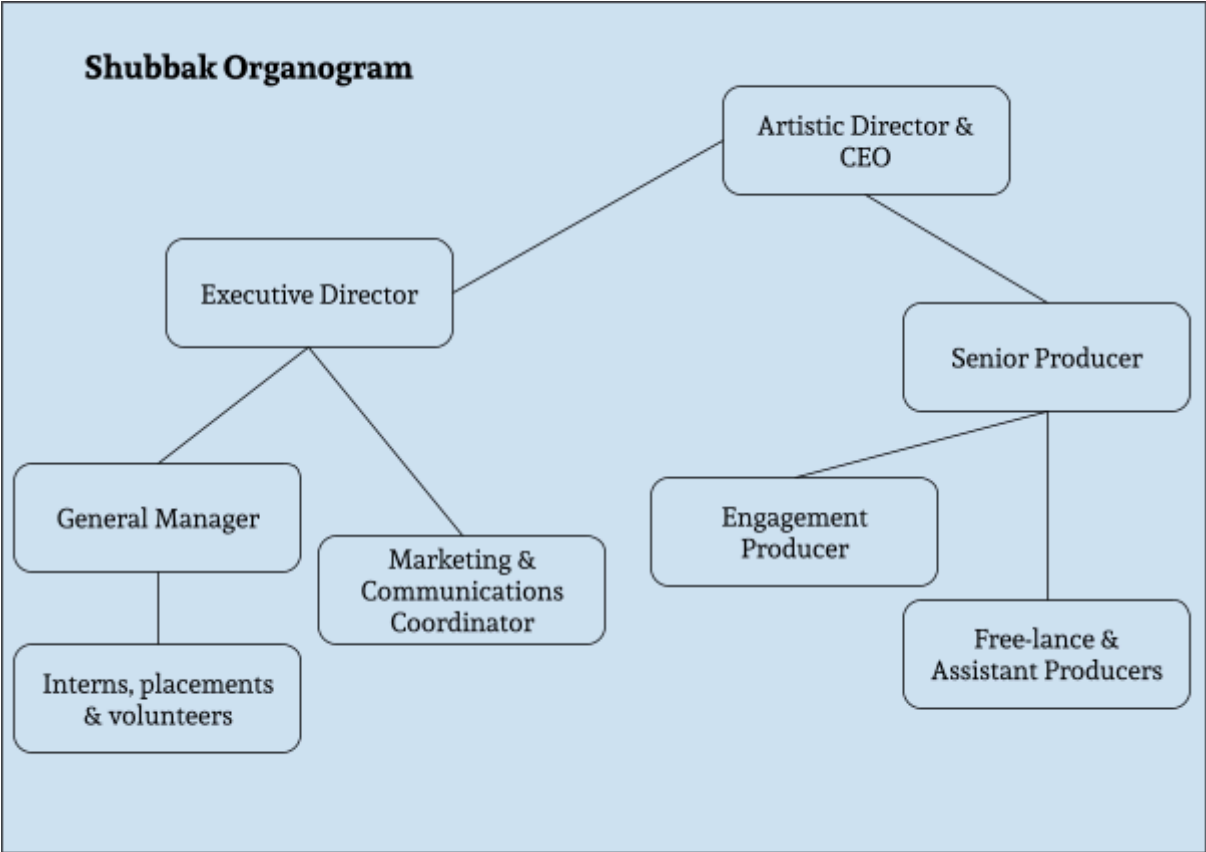
Shubbak (meaning 'window' in Arabic) supports and celebrates the diversity of Arab artists' creativity and innovation through its professional and participatory programmes, national touring and biennial multi-artform festival. Working nationally and internationally, we commission, initiate and develop projects that encourage a wide range of creative approaches in an artist-centred, audience-focused process. Shubbak is passionately committed to platforming Arab and SWANA (South West Asian and North African) cultures and cutting-edge creativity in the UK arts scene, whilst deepening its community and engagement work as a key part of the organisation.

We are now looking for an experienced, passionate Executive Director to work with our Artistic Director & CEO as we continue our work bringing together communities from across

the UK to connect through Arab arts and cultures. The Executive Director assumes control and oversight of all financial and administrative processes for the operation of Shubbak, including capacity and resource management, finance & fundraising. It is essential that the postholder brings to the position an ability to assimilate broad, comprehensive views of the organisation's objectives, as well as an ability to establish and implement the necessary steps for successful project and festival delivery as outlined by the Artistic Director & CEO. It is also important that the postholder brings a desire to work in an environment that centres collective care and liberatory practice.

The Executive Director is accountable for all of Shubbak's operating affairs, financial management and reporting to the Board of Trustees. They will line manage the General Manager and the Marketing & Communications Manager. Together with the Artistic Director & CEO, the Executive Director will foster a positively inspirational, inclusive, and nurturing environment that provides a caring and cultivating environment for our team, artists and the communities we serve.

The role works closely alongside the AD & CEO and with the support of the General Manager.



## **Key Responsibilities and Duties:**

### **1. Organisational Strategy**

- Execute the strategic delivery of the company as outlined by the AD & CEO
- Feed into the Business Plan developed by the AD & CEO as required, implementing and reporting on it, budgets and associated strategies
- Play a crucial role in maintaining relationships with current stakeholders, and develop durable new relationships with key cultural organisations and individuals in the UK, across the Arab/SWANA region and internationally
- Ensure the company delivers against our commitments and ambitions, to achieve our targets as an Arts Council England National Portfolio Organisation (NPO)
- Develop, manage & maintain an inclusive and effective operational model
- Nurture and cultivate partnerships to build Shubbak's reputation and resilience in national and international spaces.
- Work with the AD & CEO and the Board of Trustees to ensure the organisation thrives sustainably
- Develop and oversee an effective strategy for internal communications across the team, ensuring effective day to day operation of all aspects of Shubbak's work

### **2. Board and Governance**

- Along with AD & CEO and the Chair, to set the agenda and lead on coordinating quarterly Board of Directors meetings, enabling them to make considered decisions about all matters of strategy, policy and finance.
- Lead on quarterly preparation of paperwork and reporting to the Board deemed necessary by the Board and as required by Arts Council England, Charity Commission by-laws, and/or required by law
- Oversee the execution of operations of Shubbak in accordance with the by-laws and policies agreed with the Board
- Proactively work with the Board to maximise the contribution and impact of their expertise and ensure company compliance with relevant regulatory requirements, either directly or through delegation
- Oversee the General Manager in developing appropriate policies to ensure Shubbak staff work with high standards of safety, integrity and behaviour.

### **3. Finance & Operations**

- Work with the AD & CEO to plan and accurately forecast organisational and festival budgets, maintaining oversight of income and expenditure
- Lead on festival logistics, ensuring clarity and efficacy across management systems and mechanisms
- Deliver a well-planned and well-implemented operations strategy, mindful of organisational capacity, including human and financial resources
- Manage the freelance bookkeeper and General Manager to maintain rigorous oversight of financial processes & controls across operations and delivery from day-to-day bookkeeping, payroll and pension through to high level strategy and forecasting
- Oversee the preparation of draft audit accounts with the externally appointed auditor
- Actively develop the financial model of the organisation, including diversifying income and exploring alternative revenue streams
- Act as bank signatory and credit card holder
- Ensure the organisation remains compliant with legal obligations and requirements including: Companies Act, Insurance, Charity Commission, Equality Act, Charity law, Employment Law, General Data Protection Regulations, Companies House, Health and Safety etc.
- Maintain and review the organisation's risk register, with input from the AD & CEO, and report to the Board accordingly

- Lead on monitoring and evaluation planning and reports, taking the lead to ensure timely submissions

#### **4. Fundraising and Income Generation**

- Lead on fundraising initiatives and applications in line with the fundraising strategy, artistic vision and Business Plan set by the Artistic Director & CEO
- Identify and nurture new opportunities for income generation, including fundraising prospects, donations and developing a range of partnerships that will support the delivery of Shubbak's ambition.
- Alongside the AD & CEO, lead on the development, presentation and writing of fundraising applications to Trusts and Foundations and other identified sources of support.
- Liaise with funding bodies, key international, national and regional agencies, partners and stakeholders, and represent Shubbak externally.
- Lead the team to manage and deliver fundraising events that maximise income generation
- Support the General Manager and Producers to maintain a strong fundraising pipeline, ensuring that research and funding priorities are up to date.
  - Develop and establish income generation from individual giving and donors & support General Manager to develop associated administration.

#### **5. Artistic Programme**

- Support the AD & CEO and Producers to ensure that all projects are properly resourced and managed to meet the artistic ambitions and standards of Shubbak, with oversight on best inclusive practice in terms of commissioning, and contracting artists, partners and collaborators.
- Ensure that projects are evaluated and documented, with key learning considered for future projects.

#### **6. HR**

- Ensure effective systems are in place to manage the team, artists and freelance consultants, including contracting, fair wages and regular check-ins.
- Plan team capacity to deliver the festival programme and ad-hoc projects to a high standard and with care and wellbeing at the centre
- Oversee the General Manager to ensure timely submissions, applications and reporting to the UK Border Agency Sponsorship Management System, including our Permit Free Festival status, in relation to any necessary certificates.
- Give due consideration to Equal Opportunities in all aspects of the company's work by keeping abreast of best practice in the sector & ensuring the integrity of Shubbak's work both internally and externally.
- Ensure all relationships are carefully managed, and act in the best interests of Shubbak at all times.
- Provide effective leadership in support of the entire team: assessing team's capacity and ensuring personnel needs are met.
- With support from the General Manager, oversee the recruitment, induction, management and support of staff as appropriate, including setting best line management practices, and ensuring Shubbak has a clear annual appraisal process.
- Ensure continuous professional development priorities are implemented for all staff

#### **5. Marketing and Public Relations**

- Working closely with the AD & CEO and Communications Manager to ensure external communications and effective, clear and reach the widest possible audience across multiple platforms, digitally and personally
- Alongside the Access & Inclusion Producer, ensure our external marketing and communications activity meets best practice guidelines in terms of access and equity of opportunity for all Shubbak's audiences.

## **Person Specification**

### **Essential**

- Three years' experience working in a senior leadership role
- Experience and knowledge of charity sector or publicly funded organisations
- Demonstrable experience of sound financial management and reporting
- Demonstrable experience of contract management including but not limited to employee and freelance HR, project and service contracts with venues, co-commissioning and co-presenting contracts, external producers and funder contracts
- Commitment to diversity and equal opportunities
- Experience of successfully recruiting, managing and motivating staff
- Ability to manage a broad and complex workload with multiple deadlines
- A versatile and adaptable approach to work with excellent problem solving abilities
- An interest and passion for Shubbak's aims and programmes and understanding of the festival's place in the wider cultural sphere
- The focus and tenacity to push through complex procedures
- Due to the tight turnaround of this appointment, all candidates must have the right to live and work in the UK.

### **Desirable**

- Demonstrable experience in festivals and/or event management
- HR qualification
- Experience in working with Arts Council England NPO and associated compliance
- Experience preparing management and annual accounts
- Interest in contemporary Arab cultures

### **Equal Opportunities**

We are an equal opportunities employer and value applications from a variety of backgrounds. While we are interested to hear from a wide range of applicants, we especially encourage applications from those who identify as Black, Arab, Afro-Arab, Indigenous or Global Majority to apply; as these groups are underrepresented within our industry nationally. Candidates who have faced access barriers to the arts (whether due to socio-economic background or other) are also especially encouraged to apply for this role.

Disabled applicants who meet the minimum criteria for the position are guaranteed an interview.

You do not have to identify as Arab or South West Asian and North African to apply, nor is speaking the Arabic language a requirement.

### **Flexible working**

We are open to requests for flexible working patterns such as compressed hours or flexible start and finish times. We are happy to discuss other flexible working options in order to accommodate people from a variety of life situations. Please clearly mark any flexible working requirements in your covering letter and we can discuss further at the interview stage.

### **Terms**

**Hours:** Part-time, 4 days per week (0.8 pro rata)

**Salary:** £48,000 - 54,000 per annum dependant on experience

**Start date:** As soon as possible

**Contract:** Permanent

**Location:** Remote and in Shubbak office in central London (we work together from the office Tuesdays and Thursdays and come in more regularly as the festival approaches)

### **Application**

To apply, please complete the Google form [HERE](#). In it you will be invited to answer the following 3 questions (with a 2000 character limit per question) along with a request to attach your CV.

- 1) What excites you about the prospect of working with Shubbak? (2000 characters or less)
- 2) Please tell us about your relevant skills and experience and how you would apply this to Shubbak. (2000 characters or less)
- 3) Please tell us about one relevant achievement in your work history (such as acquiring a significant new funder/redesigning a process/running a fundraising event or campaign) and explain how you would apply the learning you gained to this role. (2000 characters or less)

If you would prefer to answer the questions using an alternative method, such as video, you are invited to do so and can upload this using the form. If choosing to apply using this method, please note that 2000 characters equate to more or less 4 minutes.

If you experience any technical difficulties please feel free to email your submission, (following the guidance above relating to questions and character count) to [recruitment@shubbak.co.uk](mailto:recruitment@shubbak.co.uk).

All applications must be received by midnight on Sunday 14 April 2024. **Please also remember to complete the Equal Opportunities Monitoring form [HERE](#).**

Everyone will receive acknowledgment that their application has been received.

We are working to a tight schedule and will be reviewing applications week commencing 15th April. All candidates will be notified of the outcome of their application on 17 April and successful candidates will be invited to interview on 19 April. Our preference will be to meet you in person at our offices at 1 Gough Square, but we understand that due to the tight turnaround this interview may need to be virtual. Second interviews are expected and will take place w/c 20 April.

Should you have any access needs around this process, please contact Shyam Persaud at [shyam@shubbak.co.uk](mailto:shyam@shubbak.co.uk).

For a confidential conversation about the role, please contact Artistic Director & CEO, Alia Alzougbi at [alia@shubbak.co.uk](mailto:alia@shubbak.co.uk)