

## **Application Pack**

### **Chair of Board Sheffield Media and Exhibition Centre Limited (Showroom Workstation)**

#### **Contents:**

**Job description for the role of Chair**

**Person Specification**

**Terms**

**How to Apply**

## **Job Description for the role of Chair**

### **General purpose of the role:**

Showroom Workstation is a charity consisting of a four-screen independent cinema, creative industries managed workspace centre and a café/bar. The Showroom cinema shows a wide range of films including independent, foreign-language, archive and documentaries. Showroom receives grant-in-aid to support a programme of cultural exhibition, outreach, audience development and education activities. The Workstation business centre and café/bar are commercial businesses operating alongside the cinema

The role of the Chair is to provide leadership to the board of Trustees and support for the Chief Executive. The Chair's aim is to enable the Trustees to fulfil their responsibilities for the overall governance and strategic direction of the Organisation.

The Chair will ensure that the Organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the Organisation pursues its objectives.

The role of Chair, and all the Trustees, is non-executive. However, the Chair will work closely with and oversee the work of the Chief Executive and Senior Management to achieve the aims of the Organisation, and to optimise the relationship between the board of Trustees and the staff.

The Chair needs to be outward looking and the visible public face of the Trustees and the Organisation, representing and championing it in all quarters with the ability to influence key networks and build partnerships that support Sheffield Media and Exhibition Centre's objectives.

In addition to the general responsibilities of a Trustee, the Chair has responsibility for tasks which are specific to the role.

### **Strategic:**

- To lead the Trustees in giving clear strategic direction to the Organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To advise and direct the Chief Executive and to support, challenge and line-manage them and monitor their performance.
- Oversee the Chief Executive's activities in the context of the implementation of Board's strategy and policies.
- Receive regular informal progress reports of the Organisation's work and financial performance through the Chief Executive.
- Reviewing and appraising the performance of the Chief Executive.

- To offer leadership, inspiration and motivation to the entire SMEC team, working to build confidence, loyalty and commitment across the Organisation.
- To use skills, knowledge and experience to help the Board of Trustees reach sound decisions. This will include the scrutiny of proposals, leading and initiating discussion, providing advice and guidance on new initiatives and utilising specialist expertise and experience.
- To ensure that the Board of Trustees has members capable of supporting all aspects of SMEC activity which includes: catering, marketing, finance, legal, human resources, business innovation, B2B, property and office lettings, film and cultural provision, audience development and other specialist activity in support of current objectives, as well as the achievement of diversity across all areas of provision.
- To act as an advocate for the Organisation with regards to stakeholders and key partners in the City, regionally and nationally and to help raise the profile of the Organisation through well connected networks and strong business sense.

#### **Governance:**

- To chair the Board of Trustees of SMEC ensuring that the Board collectively fulfils its governance duties.
- Together with the other Trustees, ensure that the Organisation functions within the legal, charitable and financial requirements of a charitable company and strives to achieve best practice.
- To ensure the financial stability of the Organisation and the proper investment of funds in accordance with SMEC's stated aims and objectives and relevant legislation.
- To chair and attend any relevant committees or meetings as required, with delegated authority from the Board.

#### **The Person**

The Chair should be able to demonstrate some or all of the following:

##### **Essential:**

- Recognisable skills, experience and knowledge, at the highest level of cultural and/or commercial business acumen.
- Significant leadership and management skills, in order to ensure that the Board is a dynamic, coherent and effective non-executive group.
- Leadership skills and experience.
- The ability to work with multiple stakeholders.

- Excellent intellectual and judgmental skills, experience of strategic decision making, diplomacy and tact.
- Strong communication skills and ability to chair meetings.
- A willingness to devote the necessary time and effort to their duties as Chair and trustee.
- Ability to understand local, regional and cultural agendas and how SMEC can contribute to them.
- Ability to represent the organisation and to inspire confidence in staff, other trustees, funders and key stakeholders.
- A commitment to diversity and openness.

**Desirable:**

- Commitment to, and understanding of, the activities and services of Showroom Workstation.
- Proven success in establishing sustainable commercial activities and income generation.
- Experience of the cultural sector and of balancing business with cultural, community or social objectives.
- An understanding of the public policy context and its agencies as well as the role of national, regional and local government.

**In addition, as a member of SMEC's Board of Trustees, the Chair will require:**

- A commitment to the aims and objectives of SMEC and to promoting its work.
- The capacity to think strategically and creatively.
- Strong, independent judgement in a complex environment of conflicting agendas.
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We strive for equality of opportunity in all our activities. We therefore welcome applications from all sectors of the community.

**Time Commitment:**

- Chair full board meeting attendance – 6 per year, held bi-monthly on the last Monday of the calendar month (6 pm – 8 pm).
- Finance and Operations Sub Committee attendance – 12 per year, held on the last Monday of each calendar month (5 pm – 6 pm).
- Attend if possible, Employment Sub Committee – approximately 2 per year, but arranged as required (usually 1 hour long).
- CEO meetings – CEO and Chair meet at least every month to keep each other updated and plan agendas etc. (approx. 4 hours per month).
- Other meetings - ad hoc.
- Networking events - ad hoc.
- General emails and correspondence – ad hoc, approximately 2 hours per week in total.
- Total time commitment around 2 days per month.

**How to Apply:**

To apply please provide the following:

- A comprehensive CV or biography (a statement outlining your roles, responsibilities and achievements in the organisations in which you currently and previously worked).
- A completed equal opportunities form (enclosed). This information will be treated as confidential and used for statistical purposes only.
- Daytime and evening contact telephone numbers that will be used with discretion.

You may e-mail your application to [julie.simpson@srws.org.uk](mailto:julie.simpson@srws.org.uk) or post to Julie Simpson, Company Secretary, Sheffield Media and Exhibition Centre Limited, 15 Paternoster Row, Sheffield S1 2BX

**Closing date: Monday 16<sup>th</sup> September 2019 at 6pm**

**General enquiries:**

In the first instance please contact [julie.simpson@srws.org.uk](mailto:julie.simpson@srws.org.uk) with any queries regarding the vacancies or application process.

For an informal conversation about the role prior to submitting your application please contact Ian Wild, Chief Executive at [ian.wild@srws.org.uk](mailto:ian.wild@srws.org.uk) or Peter Brooks, current Chair, at [peter.brooks@srws.org.uk](mailto:peter.brooks@srws.org.uk)

The outgoing Chair and Chief Executive will thoroughly brief the incoming Chair before they formally take over the role.

**Equal and Diversity Statement:**

Sheffield Media and Exhibition Centre Limited is an equal opportunities employer and are accredited to the National Standard of "Investors in Diversity" and is committed to fair and open competition. Applications from under-represented groups are particularly welcome.

We are committed to being an inclusive and diverse employer and having a diverse board of Trustees.

Under the Disability Discrimination Act 1995, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.