

RECRUITMENT PACK

INTERIM EXECUTIVE DIRECTOR

About Revoluton

Who We Are

Revoluton is a Luton-based arts organisation. We work with artists and communities – across a range of art forms and disciplines – to produce creative work that promotes positive futures for people and place. We provide support, resource, and mentoring to artists and emerging creative practitioners. We facilitate pathways for people to engage with creativity, as professional practitioners, participants, and as audience members.

“We believe the spirit of Luton encapsulates activism, warmth, and generosity. The spirit of our work is captured in our name – Revoluton.

This is an exciting time in the development of the organisation. Over the last two years, Revoluton Arts has been on a journey to shape a long-term strategy that will see more people engaging with our work as audiences, creatives, and co-designers – in person and via digital means. Our work as a newly established independent organisation will take us beyond the geographical boundaries of Luton, delivering ambitious creative work in addition to the remit of our primary funded programme, Creative People and Places (CPP).

Our work remains deeply rooted in Luton and our creative programme will be co-created with communities in Luton and beyond. Building on experience gained through producing work within previous CPP activity, Revoluton Arts will establish a nascent role as a producer of bold new work. Additionally, we aim to build ambitious new partnerships at local, national, and international levels.

Central to this plan is an ambition to locate Luton in the world. This is in respect of Luton's global relevance and multicultural makeup. It is also about a deep desire to put Luton on the map – to share with the world the many great things that contribute to Luton's cultural vibrancy.

“Since our inception in 2015, our programme has attracted over 200,000 in-person engagements and over 1.2 million online.

Our Vision, Mission and Values

Our vision is for communities to connect through creativity, locally and globally, uniting to define their positive futures.

Our mission is to unite communities and creatives as the collective catalyst for change. We locate Luton in the world. We do this by connecting the people of Luton with standout creative 'practitioners –locally' and beyond – to create cultural activities that bring positive change to people and places.

Our values are:

Agency (affirming the voice, choice, and power of marginalised communities to bring positive change).

Belonging (celebrating place, and creating a sense of acceptance and freedom).

Connection (uniting people and forming partnerships towards a common purpose).

Creativity (nurturing talent, promoting everyday creativity, and producing creative work made in Luton).

Opportunity (providing and promoting access to arts and creativity for leisure, learning, and livelihood).





About the Role

We are seeking an ambitious and collaborative Interim Executive Director to join the leadership team at Revoluton, on a fixed term basis, until April 2026. The post holder will work closely with the CEO/Creative Director to enable the growth, development and delivery of the ambitions of the organisation. This includes the successful delivery of the CPP project, alongside the development of our nascent role as a producer of bold new work. The post holder will support the CEO/Creative Director with the successful delivery of an adventurous and inspirational programme of arts events, projects and activities.

Revoluton was established as an independent organisation in 2020, and this is an exciting time to join the team as we broaden our programme and ambitions. Developments across the last two years - aimed at assuring increased capacity to deliver against our plan - place us in a strengthened position. This transformation is ongoing and there is work to be done with the staff team, the Board and our partners, to realise the ambition.

Working with the CEO/Creative Director, the postholder will be responsible for building a sustainable business model for the organisation. We are looking for someone to be a key leader in the organisation's overall strategy and be responsible for its operational oversight. This includes financial sustainability, fundraising, governance and staff leadership.

Together with the CEO/Creative Director the postholder will maintain and nurture a positive working culture that is ambitious and inclusive. This is a leadership position in a growing organisation that is building creative opportunities with amazing communities in Luton and with places like Luton.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by, and for Lutonians, to how we budget and build partnerships. We are committed to our organisation reflecting and celebrating Luton's incredible diversity across ethnicity, age, gender, disability and socio-economic background. We therefore especially welcome applications from people with lived experience of the communities that we work with.



Key Responsibilities

Strategic Leadership and Management

- With the CEO/Creative Director and Board take leadership responsibility to develop and deliver the strategic aims and objectives of Revoluton Arts CIO, building on current success to drive forward organisational impact
- Work with the CEO/Creative Director to develop the organisation's long-term resilience through an effective organisational structure, business model and plan
- Devise and implement effective strategic planning processes, to ensure that the programme of work achieves the ambition of the organisation's business plan, the expectations of funders and partners, alongside ensuring effective use of the organisation's resources
- Support the CEO/Creative Director and team in establishing effective partnerships with stakeholders
- Manage and monitor partnerships with stakeholders, overseeing contracts, alongside establishing and maintaining professionalism and excellence in the management of relationships
- Take the lead on the evaluation frameworks for the organisation and Creative People and Places project, working with external evaluators and overseeing the collection and collation of evidence for reporting to funders
- Lead on the reporting functions to all funders, working with team members to gather evidence
- Attend regional, national meetings and conferences, as appropriate
- Oversee the smooth operational running of the organisation across administration and IT, supporting the Programme Assistant to deliver these areas
- Working with the Senior Producer, oversee operational planning for mid to large-scale events, including approval of event management plans and risk assessments.

Finance

- Lead the financial function for the company, ensuring staff have clear delegated responsibilities and processes to follow
- Lead on charity financial management, budgeting, cashflow and accounting procedures ensuring both statutory and legal compliance and a culture of sound financial decision-making
- Lead on preparation and delivery of accurate and timely quarterly management accounts and financial reporting for the organisation, the Board, Arts Council England and other funders as required
- Work with auditors on the preparation and delivery of the annual accounts and financial statements, ensuring accurate and timely reporting to the Board
- Ensure that Revoluton Arts' resources are always maximised and agreed income targets are met.

Fundraising and Resourcing

- Work closely with the CEO/Creative Director to develop and manage the fundraising strategy, ensuring that the organisation meets its fundraising targets from diverse sources
- Support the organisation's fundraising by taking the lead on selected fundraising applications, to ensure the ongoing sustainability and development of the organisation
- To seek out new sources, diversify and maximise income generation for the organisation
- To work closely with the CEO/Creative Director and freelance fundraisers on strategies to maximise immediate and longer-term fundraising opportunities.

Key Responsibilities

Policy and Governance

- Work with the CEO/Creative Director and Board to ensure the organisation maintains the highest standards of governance and strategic planning
- Ensure compliance with all legislation including all charitable, business and financial law and with statutory obligations including HMRC, Charity Commission and Companies House, as necessary
- Arrange and attend Board meetings, and ensure Board members have relevant papers on finance, legal and operational issues, and that they receive accurate and timely information that enables them to make informed decisions
- Lead the ongoing development and implementation of policies and procedures across the organisation, keeping up with legislative requirements
- Update and manage a Risk Register, leading on the implementation of mitigating actions to reduce risk across the organisation.

Communication

- Together with the CEO/Creative Director, represent and advocate for Revoluton Arts to ensure the development and maintaining of positive partnerships and profile
- Design and implement the organisational advocacy plan
- Support the work of the Marketing Manager in the continued development of Revoluton Arts' brand
- Work with the Marketing Manager on the development of effective and dynamic marketing and communication strategies.

Human Resources

- Lead the HR function, including team building, staff development and training, recruitment of team members and ensuring best practice in legal compliance
- Make key recommendations to the CEO/Creative Director and Board in areas of performance management, staff achievement, development and remuneration
- With the CEO/Creative Director, create and nurture a positive and collaborative working culture, conducive to the professional development and wellbeing of staff and freelancers
- Develop and maintain positive and responsible relationships with companies, artists, funders and all partners
- Promote the interests and achievements of Revoluton Arts to stakeholders, funders and the community
- To ensure all staff and creatives reflect the organisation's diversity and inclusion ethos.

Other

- Participate actively in sector-wide projects and networks
- Act always in the best interests of Revoluton Arts
- Any other responsibilities that may reasonably be required by the CEO/Creative Director and Board of Trustees.



Photo Credits: Greta Zabulyte

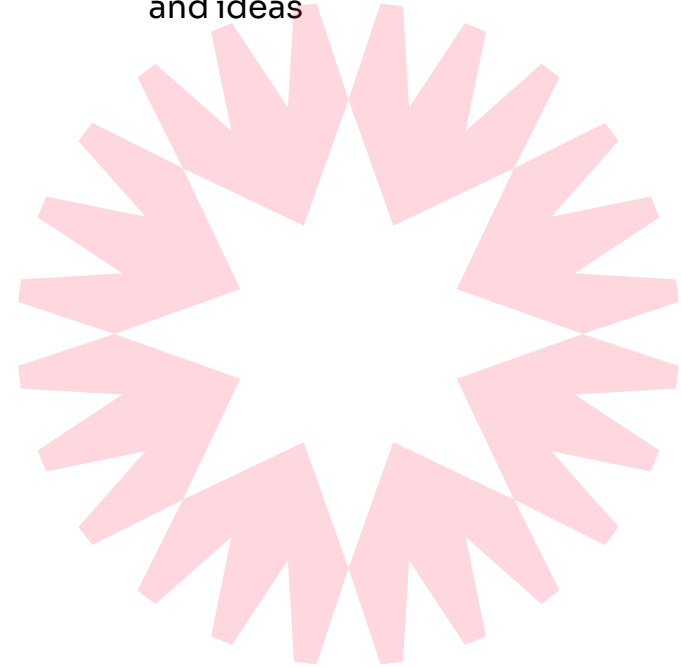
Person Specification

Essential

- Knowledge of the UK arts and/or third sector and relevant funding landscape.
- Experience in strategic planning for an organisation/large department, establishing effective planning and monitoring systems.
- Experience of managing budgets and cashflows for projects around £500k - £1million, establishing robust systems and financial reporting.
- Ability and interest in establishing robust evaluation processes.
- Knowledge of health & safety, contracting & HR best practice.
- Experience of managing staff and freelancers, establishing briefs and writing job descriptions and contracts
- Ability to manage strong partnerships and support others leading partnerships.
- Experience of developing organisational policies and strategies
- Experience of successful fundraising and income generation
- Experience in line management and developing a positive working culture.
- A genuine and demonstrable commitment to the broadening of cultural diversity, representation, and access.
- Excellent problem-solving skills with a proven ability to work flexibly under pressure, to prioritise, and meet deadlines.
- Excellent presentation, written, and verbal skills.
- High attention to detail and accuracy in written work.

Desirable

- Knowledge of company governance and legislation
- Knowledge of the UK arts and funding landscape
- An interest and enthusiasm for working collaboratively with communities on developing plans and ideas



Application Details

Contract Terms: Full-time

Salary: £47K (plus pension contributions)

Responsible to: CEO/Creative Director

Responsible for: Marketing Manager, Programme Assistant and Freelance Fundraiser

Start date: Immediate

Place of work: Hybrid working, with at least 60% of the week in the Revoluton office at Marsh Farm, less than 10 minutes from Leagrave Station on the Thameslink.

Application Information

Deadline for applications: 12:00, Tuesday 29 April 2025

Interviews: First interviews will take place on Tuesday 6 May, in person in Luton, the panel will include CEO/Creative Director, Lindsey Pugh and Chair, Matthew Jones, and Trustee, Asma Hussain. Second interviews TBC.

Candidates attending an interview will need to prepare a 5-minute presentation outlining how they would approach the first 3 months in the role.

If you would like to discuss the role before applying, please contact: lindsey@revolutonarts.com to arrange a call. Please note that Lindsey will be unavailable between 23 and 28 April 2025.

How to Apply

Please email your application to:
hello@revolutonarts.com

To submit an application, please send in an up-to-date CV, with details of two referees, a completed Equal Opportunities Form, and a supporting statement outlining your interest and why your experience makes you an excellent fit for the role.

We will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4.
- Video submission that is no longer than 5 minutes.
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes.

Revoluton is a diverse organisation, committed to equal opportunities and we welcome applications from all sections of the community. If you require any further information, assistance in making an application or this information in an alternative format, please contact us on hello@revolutonarts.com or 01582 345560.

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