

# **Creative England Chair**

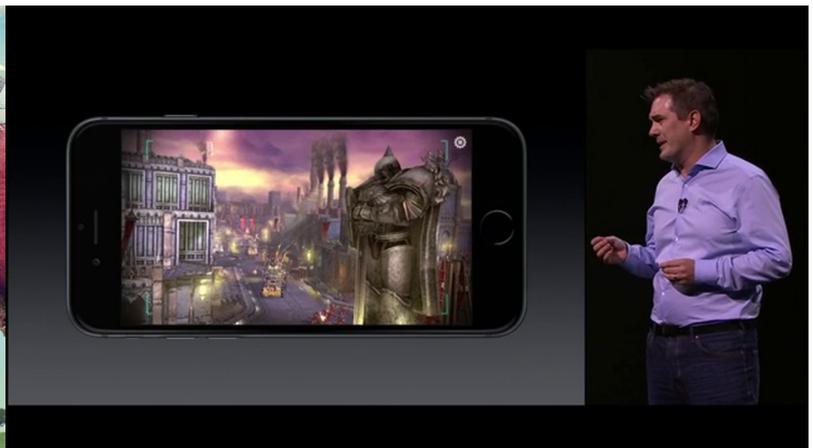
## **Recruitment Information**



*“Chairing Creative England is one of the most satisfying things I’ve ever done.*”

*In just 5 years it’s made an imaginative and forceful contribution to growing the country’s creative economy - and I know it’s got even more to offer in the future.”*

John Newbigin OBE, current Chair

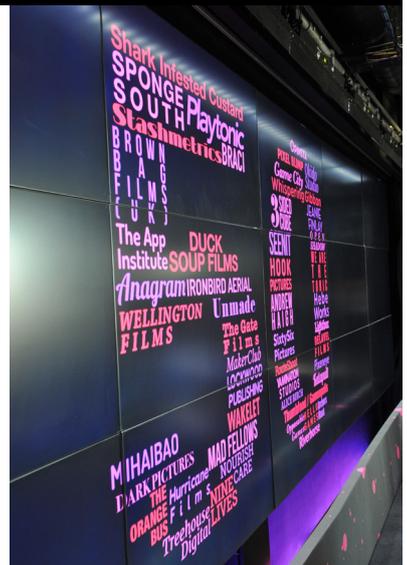


*“Creative England uses its substantial convening power to shine a light on the impact of the creative economy; and this impact is both economic and social.*”

*We are looking for an outstanding Chair to guide us through our next phase of growth. Someone who understands the economic significance of investing in creativity but who is also committed to the power of creativity to unlock potential and who is passionate about seeding and supporting success across the length and breadth of our country.*

*In return we offer the opportunity of working with some of the most creative people in the world and a chance to be an advocate for this vital and tremendously important aspect of our social and economic fabric.”*

Caroline Norbury MBE, Chief Executive



# Creative England Chair

This pack will provide you with the information required to assist you with your application.

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## Our Mission Statement

**Creative England is dedicated to unlocking the creative power of our country to drive national prosperity.**

## An Extraordinary Role

Now in its sixth year Creative England has built a reputation as an effective, innovative and unique organisation.

Against this background of success, and with a high-profile Board of committed and experienced Non Exec Directors, Creative England recognises that it must continue to innovate and grow if it is to serve a fast-growing sector of the economy at a time of major shifts in the political and economic landscape.

We are now looking for an exceptional, inspirational Chair to lead the organisation through its next stage of growth. If you are an outstanding natural leader, and skilled communicator; if you can manage an organisation of many parts and constantly changing demands; if you want to play a part in helping some of England's most creative young businesses thrive in the future – this is a role for you.

## About Creative England

Creative England discovers, champions and invests in creative people and creative businesses. We connect talented people and promising businesses with the money, markets and networks they need to thrive. With a focus on digital content ranging across film, TV and games and on the creative application of digital technologies the company's activities and offices cover England.

Combining intimate knowledge of industry needs on the ground with a strategic overview makes Creative England a valued contributor to public policy at national and local level. Part of our purpose is to rebalance the huge gravitational pull of London by fostering the growth of creative businesses and clusters in other cities and regions, thereby addressing the issue that 'talent is everywhere – but opportunity isn't'.

From a traditional grant-giving public sector body Creative England has evolved in five years to a mixed economy of equity investments, interest-free loans and business services – a direction of travel that is actively supported by government and by the BFI which continues to fund many of its core activities.

Combining a strong public purpose with entrepreneurial flair, brokering partnerships between start-ups and major corporates and building links with local authorities, universities and businesses, Creative England generates jobs, develops innovative models of support and finance and works with government to promote a policy environment to foster growth in the creative economy.

We are widely seen as innovative both in what we are and what we do; attracting the accolade of "a new kind of public service body". Constituted as a company limited by guarantee, with a subsidiary trading company whose surplus is re-invested into the core business of talent identification and development.

A rapidly growing number of commercial partners, from banks to major media corporations, means that Creative England is continuing to evolve and innovate. We now seek a new Chair to take it through its next stage of growth.

## How to Apply

You should apply by CV and cover letter, explaining why you wish to be our Chair and the qualities and skills you can bring as Chair to Creative England. Please ensure that you meet the criteria set out in the person specification (see below). Please complete and include a copy of our monitoring form (optional).

Please send applications by email to [caroline.hinds@creativeengland.co.uk](mailto:caroline.hinds@creativeengland.co.uk), or by post (registered only) to Caroline Hinds, Head of HR and Operations by 31 March 2017:

Caroline Hinds,  
Creative England,  
Pod 11,  
The Greenhouse,  
MediaCityUK,  
M50 2EQ.

For an informal chat, please call Caroline Hinds on +44 (0) 161 713 3720.

It is company policy to only contact shortlisted candidates. If you have not heard within 4 weeks of the deadline, please consider you have been unsuccessful in securing a selection meeting; although we will aim to respond to each applicant individually.

Creative England supports and promotes equal opportunities policy. Applications are welcomed regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependents.

### Recruitment and selection timeline

The timetable outlines our process for appointing a new Chair for Creative England as successor to John Newbigin who will step down in October 2017.

The position is open to current Board members and external candidates.

### Find out more

You can find out more about Creative England, our future and plans and how we are structured on our website [www.creativeengland.co.uk](http://www.creativeengland.co.uk)

## Recruitment and selection timeline

<b>January 2017</b>	Terms of reference and role description are made available and interest invited from the current Creative England Board. Open recruitment process begins.
<b>January - March 2017</b>	Expressions of interest received and reviewed. Shortlist created by Creative England Board Recruitment team.
<b>April - August 2017</b>	The Creative England interview panel meet and interview shortlisted candidates. They submit their suggested candidate to the Creative England board.
<b>September 2017</b>	Creative England board vote on the nominated candidate.
<b>October 2017</b>	John Newbigin steps down and new Chair takes up position.

# The Chair of the Board

## Terms of Office

Candidates should be prepared to offer 3 - 5 years service

## Honorarium

All Creative England non-executives are pro-bono positions, but an honorarium in lieu of the time commitment for the position of Chair is available.

## Role Profile

### Purpose

1. To develop Creative England's aims, objectives and goals in accordance with the vision set out by the CEO and agreed by the Board.
2. To provide leadership and direction to enable the Board to fulfil their responsibilities for the governance and strategic direction of Creative England.
3. To work closely with the Chief Executive to ensure that Board decisions are acted upon and Creative England is managed effectively and efficiently.

### Accountabilities

1. Act as an ambassador and advocate for Creative England and its aims, presenting and representing its interests, building strong partnerships with stakeholders nationally, across communities and internationally where appropriate. Represent Creative England at functions, in broadcasting and social media.
2. Be visible and show leadership to all stakeholders including the creative talent we invest in and employees.
3. Work closely with the CEO on key stakeholder relationships
4. Lead the Board, facilitating and using their skills and contribution effectively. Work to ensure that there are constructive Board relationships with Creative England executives and staff.

5. Take a lead in determining the composition of the Board, implementing recruitment and development processes to monitor and enhance performance.
6. Ensure the proper running of Board meetings, consulting with the Chief Executive on the agenda. Ensure that information is made available in a timely fashion, that contributions are encouraged from all participants and that clear decision and actions arise from these meetings.
7. Oversee the development of an appropriate strategy for Creative England with the Chief Executive.
8. Provide support and challenge to the Chief Executive and Executive Team, working as an effective sounding board. Hold the Chief Executive and Executive team to account for the delivery of agreed strategies and tangible improvement.
9. Assess the performance of the Chief Executive, hold regular interim performance reviews and recommend revisions to remuneration.
10. Lead the process to identify and recruit the Chief Executive.
11. Ensure the proper governance processes are in place to enable Creative England to meet its objectives and statutory requirements.
12. Maintain a strong interest in the creative industries sector, to inform proposals that enhance the effectiveness and innovative culture of Creative England.

# Person Specification

## Capabilities

1. A high level of commitment to, and engagement with, Creative England and to have passion and belief in the vision of Creative England. There is a need to devote time to attend meetings, to visit regional offices and partners and engage with the wider Creative England community.
2. Must enjoy being with, listening to and learning about the wide variety of people and businesses Creative England support, have a fully inclusive and diverse attitude.
3. The ability to think and plan ahead, to share the development of a clear vision and strategy that will engage and enthuse stakeholders. Open-minded and receptive to innovation.
4. A role model, capable of holding people to account. A high degree of personal integrity and obvious authenticity.
5. High-level influencing, interpersonal and communication skills. This person will need to influence and confidently engage with members of the government and top business leaders and therefore needs to have familiarity and understanding of government at the highest levels and the public sector.
6. The ability to work with and guide the Chief Executive and the Executive Team by influence, rather than by instruction. Listens and provides guidance and support to the Chief executive. This person needs to be a natural collaborator rather than having a strong need for control.
7. Self-belief and resilience to keep going even when it is tough. To be ambitious for Creative England rather than self. Energy, drive and stamina to fulfil the role.

8. Ability to understand strategic risk and show judgement when managing risks.
9. Values must be aligned with the organisation's purpose and people.

## Attributes and experience

1. Good knowledge of the creative industries, entrepreneurship and the wider conversation about the creative economy. Must have empathy and passion for what Creative England does and a real commitment to the concept of creativity as a driver of growth. Experience of building and scaling organisations would be useful.
2. Brings the experience and the credibility of having operated as the Chair of a Board or equivalent
3. May have run a company with many diverse parts; must have business skills and a high degree of commerciality. Knowledge of funding models, business investment and the trends in the sector essential.
4. Contacts within the government and with top business leaders would be very helpful. An understanding of the workings of the public sector and not-for-profit business models is essential; as is a familiarity with the way in which government works.

