

## Job Description: Director of Inclusion

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| <b>POST:</b>       | Director of Inclusion (Full Time, Fixed term until March 2023) |
| <b>REPORTS TO:</b> | Executive Director: Social Justice and Inclusion               |
| <b>BAND:</b>       | 8 (£37,886 – £42,215)  |

### THE ROLE IN A NUTSHELL

The Director of Inclusion will join Curious Minds' Strategic Management Team (SMT), working alongside the CEO, Executive Directors and Directors for Sector Support and Policy, Insight and Advocacy.

This senior role will report to the Executive Director: Social Justice and Inclusion. They will oversee the planning and delivery of some existing programmes and help develop new ones. They'll also oversee internal initiatives, for example our Anti-Racism task team, and create new ones where needed.

The Director of Inclusion will work across inclusion themes, and maintain a sharp focus on racial empowerment and anti-racism, taking responsibility for ensuring progress and momentum in this area is maintained and increased. They will be a source of advice and expertise, available to support colleagues right across the organisation to ensure projects and programmes are proactively inclusive and seek to redress existing imbalances in the sector. They will make new connections and develop new relationships outside of Curious Minds to ensure that both existing and new programmes are successfully engaging people of colour in particular, as well as contributing to our broader inclusion aims.

This is a new role and whilst there are several programmes in motion the postholder will take on, there is also significant scope to work with the Executive Director and the CEO to shape the trajectory of future work.

### WHY CURIOUS MINDS NEEDS THIS ROLE

The very first words of our mission statement are 'Our vision is for an equal society'. Tackling unequal access to, and through, arts and culture are right at the heart of why Curious Minds exists.

We know that children and young people's access to arts and culture remains unequal, and that our society is not equal. We recognise there are systemic wrongs that cause inequality and lack of opportunity in arts and culture and the urgent desire to help change this drives our

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work. We recognise that, whilst many opportunities are technically available to all, perception is a powerful barrier and we must be proactive to overcome it.

Our work is far from done and we acknowledge there is a long way to go. We have gathered significant momentum in our work on anti-racism and have committed to maintaining this and taking it to the next level to see the results we want.

We have a vibrant collection of programmes in motion which contribute to our inclusion aims but we are ambitious to do more, and this is why we are adding to our team now. We look forward to the day when the wonderfully diverse communities of the North West are proportionately embedded within cultural education through the workforce, programmes, producers, participants and audiences of the North West. Until that day we will continue our effort to do more and better.

We know we have the ability to lead and influence change in our sector and we take that responsibility seriously. Our aim is to achieve justice through creative practice.

## **WHAT YOU'LL BE DOING**

- Overseeing the delivery of existing programmes that have a focus on inclusion, providing overall direction, guidance and support to Programme Managers.
  - Overseeing and providing reporting to funders and key stakeholders, maintaining and developing excellent relationships.
  - Leading and line managing a small team and strategic alliances with numerous external partners.
  - Sustaining and developing existing programmes and relationships into new territory, with a keen eye for spotting new opportunities that contribute to our strategic aims.
  - Participating in relevant regional and national networks, acting as a powerful advocate for Curious Minds, for young people and for equality within the arts and culture sector and beyond.
  - Contract managing relevant projects we have invested in, ensuring that our investment is being used well and for the purpose it was given.
  - Agreeing, managing and monitoring budgets, in partnership with our Chief Operating Officer.
  - Working with our Comms team to powerfully tell stories about what we're achieving and learning.
  - Overseeing and initiating internal projects to continually improve our inclusion practice across the organisation, (e.g our anti-racism task team), and sharing your expertise with colleagues inside and outside the organisation.
  - Contributing to overall strategic planning and business planning as a member of our Strategic Management Team, taking lead responsibility for delegated priorities and targets.
  - Working in partnership with other organisations and people across a range of sectors – Curious Minds rarely do anything in isolation.
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## **THINGS WE EXPECT ALL CURIOUS MINDS STAFF TO DO**

- Actively seek out opportunities for development and income generation.
- Read, understand and adhere to Curious Minds' policies and procedures.
- Stay up to date with key developments in your specialist area and creative and cultural education generally.
- Be willing to occasionally work evenings and weekends.
- Participate in team-meetings and development days.
- Undertake any other relevant duties deemed necessary by the CEO or COO.
- Be willing to travel across the region and occasionally further afield.
- Represent Curious Minds at regional and national meetings and events.
- Follow Curious Minds' 7Cs Behaviour Specification and organisational culture in all areas of your work (details below).

## **SKILLS & EXPERIENCE NEEDED TO DO THE JOB**

### **Essential Skills and Competencies - you *MUST* bring with you to the role:**

- In depth understanding of and commitment to inclusion and diversity, particularly as it relates to children and young people, and ideally the arts and culture sector.
- Experience of a similar level of responsibility and accountability.
- Ability to think strategically, creatively and pragmatically.
- Sound judgement, an open mind and clarity of vision regarding the bigger picture.
- A driven and energising personal style and an ability to take people with you on a journey.
- Strong organisational and management skills, along with the ability to help others plan, anticipate and manage to your own high standard.
- The ability to understand financial information, to set and monitor significant budgets.
- IT skills, confidence and genuine willingness to embrace new technologies and innovations.
- Outstanding and adaptable communication skills in all formats.

### **Desirable Skills, Knowledge and Experience - you can already demonstrate or must be willing to develop:**

- Experience of working paid or unpaid, in or with the arts, education or youth sectors
  - Experience of brokering and developing cross-sector partnerships and facilitating collaboration amongst partners
  - Experience of leading, managing and motivating a team to achieve great things, in any sector or job role
  - Facilitation and presentation skills
  - Experience of working as part of a Senior Management Team
  - Awareness of theory, practice, policy and current context within the arts and cultural sector and the ability to speak persuasively in that language
  - An understanding of rules and legislation relating to working with children and young people
  - Experience of leading a high profile local and/or national initiative.
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**In return, you will get:**

- Competitive pay and holiday allowance
  - Employee benefits package through Medicash
  - Employee pension contributions
  - A flexible working policy
  - To be part of a committed, skilled and supportive team
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**A practical note:**

During the pandemic, Curious Minds permanently closed our office and are currently working remotely. This will continue until the Autumn of 2021 at least, when we will reconsider whether we need a physical base in the North West. Regardless of this decision we will continue our flexible working policy to enable staff to work remotely for at least a proportion of the week. Our current team live right across the North West, and we will consider the implications for staff travel in any decision we make.

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## The 7C's Behaviour Specification

| Attitude                    | Behaviour  |
|-----------------------------|--|
| <b>We are Curious</b>       | <ul style="list-style-type: none"> <li>• I look for opportunities and solutions (e.g., for income generation and organisational development)</li> <li>• I am open to new ideas, come up with new ideas and am willing to try new things.</li> <li>• I aim for best practice and, whenever possible next practice in my area of work to be a trailblazer.</li> </ul>  |
| <b>We are Courageous</b>    | <ul style="list-style-type: none"> <li>• I am willing to be challenged about my own work and to challenge others where I can offer positive solutions for change.</li> <li>• I am ambitious for myself and for the organisation, am proactive and take the initiative. I don't just talk about it, I do it!</li> <li>• I am comfortable with complexity; willing to start the journey without a map.</li> </ul>  |
| <b>We Celebrate</b>         | <ul style="list-style-type: none"> <li>• I celebrate my own and my colleague's success, whether little or big.</li> <li>• I am a strong ambassador for Curious Minds, proud of the brand and promote it widely.</li> <li>• I am a strong ambassador for arts and culture for children and young people and celebrate their successes too.</li> </ul>   |
| <b>We Collaborate</b>       | <ul style="list-style-type: none"> <li>• I'm not just a sole trader, I am aware of the impact I have, and can have, on others' work and actively contribute to the success of my colleagues.</li> <li>• I communicate well and am present at team meetings and contribute meaningfully to team discussion and planning.</li> <li>• I am committed to enabling creative collaboration and work positively towards this goal.</li> </ul>   |
| <b>We Care</b>              | <ul style="list-style-type: none"> <li>• I am respectful, courteous and aware of the impact my actions and emotions have on others. I express my feelings and control my emotional response appropriately.</li> <li>• I care about children and young people and believe in the value of arts, culture and creativity.</li> <li>• I value resources, financial and physical and use them wisely keeping in mind issues of equality, accountability and transparency</li> </ul> |
| <b>We are Conscientious</b> | <ul style="list-style-type: none"> <li>• I plan my workload to manage my time and achieve my goals.</li> <li>• I come prepared to meetings and think before I speak/act.</li> <li>• I deliver on my commitments, give attention to detail, arrive on time, present myself professionally, meet all deadlines and respond promptly to all enquiries.</li> <li>• I am reflective and reflexive and willing to adapt.</li> </ul>  |
| <b>We are Credible</b>      | <ul style="list-style-type: none"> <li>• I am honest and truthful.</li> <li>• I know my stuff and keep up to date with latest developments. I say when I don't know something and am willing to learn.</li> <li>• I am confident and professional, knowing when to speak and when to keep quiet.</li> </ul>  |

