



Chair of Anvil Arts

APPLICATION PROCESS

INTRODUCTION

Anvil Arts is proud to run Basingstoke's major cultural venues. The Anvil and The Haymarket offer a varied and high-quality programme of music, drama, dance and comedy to the communities of Basingstoke, Hampshire and the wider region. We play host to everything from a popular Christmas pantomime to top comedians and a wide range of live music. Our venues welcome children for their first experience of music and theatre and provide regular opportunities for amateur groups to stage performances. We work with youth orchestras, schools and community groups, and our Community Engagement programme brings the arts to those who might not otherwise be able to enjoy them.

The Anvil is renowned across the UK as one of the leading venues for the performance of orchestral, contemporary and culturally diverse music. We are proud to be associated with three of the UK's leading orchestras, the Philharmonia Orchestra, the Orchestra of the Age of Enlightenment and the Bournemouth Symphony Orchestra, and to be a member of the large-scale venue consortium Music Beyond Mainstream. The National Portfolio support we receive from Arts Council England, as the only music client in Hampshire, recognises our national leadership in music performance. What we do helps give Basingstoke a national reputation as a town with a strong cultural offer, more so than other towns of its size.

The Anvil and The Haymarket are an important part of Basingstoke's distinctive offer to its residents, businesses and visitors. Our programme helps put the town on the regional and national map as a place where you can enjoy the best of the performing arts. We want to play an active role in helping the Borough realise its ambition to improve the prosperity, health and wellbeing of all its citizens. In consultation with our stakeholders, Basingstoke and Deane Borough Council and Arts Council England, we have developed a new Strategic Plan for the period 2020-25 which sets out our vision for making culture an integral part of Basingstoke and Deane's identity and reputation and bringing the performing arts to our community.



We are planning for both venues to reopen in the spring of 2021 if permitted, but in the meantime, we have prioritised our plans to take the performing arts out to communities, and to engage and involve people with the excitement of live performance.

The Board of Anvil Arts is chaired by Andrew Finney and the Chief Executive is Matthew Cleaver. Anvil Arts is a registered charity and the Trust operates The Anvil and The Haymarket; the Borough Council owns both venues.

Anvil Arts currently receives financial support from Basingstoke and Deane Borough Council, Arts Council England and Hampshire County Council.

APPOINTMENT AND TIME COMMITMENT

The Chair is appointed for a period of 4 years, following which the Chair may be invited to stand for re-election for a second period of 4 years. The maximum term is 8 years.

This is a voluntary and unremunerated position; however reasonable expenses incurred on Anvil Arts' business will be reimbursed.

The total time commitment is expected to be about 2-3 days a month, including four Board meetings and a Board awayday each year. It is also expected that the Chair will be available to attend performances and functions regularly and to host key partners and supporters at both The Anvil and The Haymarket.

JOB DESCRIPTION

Anvil Arts is seeking to appoint an exceptional candidate to join the Board as Chair. Having led the Board of Trustees Andrew Finney will step down in 2021, at the end of his term as Chair. Andrew has been instrumental in successfully steering the ongoing development of The Anvil and The Haymarket, building the Trust's relationship with its main stakeholders and funders, including Basingstoke and Deane Borough Council and Arts Council England, and ensuring that the organisation remained financially stable even in extremely challenging circumstances. Andrew has been supported by a strong Board and a highly experienced Senior Management Team, led by Chief Executive, Matthew Cleaver, and this combined team is now looking forward to working with a new Chair to deliver the Trust's ambitious and challenging five-year Strategic Plan.

This is an exciting opportunity for an experienced individual to play a crucial role in the future development of one of the UK's leading performance venues and to make a real difference to cultural provision for people living in Basingstoke and across the region.

OVERALL OBJECTIVES OF THE ROLE

- To provide leadership and strategic direction to the Board of Anvil Arts, ensuring that the Trust fulfils its responsibilities as a registered charity.
- To work closely with the Trustees, the Chief Executive and the Executive Team to develop the vision for Anvil Arts and to implement the new Strategic Plan.
- To act as an ambassador for Anvil Arts, helping shape external relationships that will enable the organisation to develop funding and support from a wide range of sources.

RESPONSIBILITIES AND DUTIES

The Chair of Anvil Arts will be expected to:

1. Take the lead in ensuring that Anvil Arts complies in all respects with the law and the best principles of corporate governance and that it fulfils its charitable objectives (including the terms and conditions of any grants given to it as a charity) and acts within its powers.
2. Determine the nature of the business and the formation of agendas for a minimum of four meetings of the Board each year, in consultation with the Chief Executive.
3. Chair meetings of the Board, ensuring that it runs effectively and that it regularly receives reports from Standing Committees.
4. Ensure that the Board regularly reviews progress on the delivery of the Strategic Plan.
5. Ensure that there is a robust Business Plan in place and that the financial affairs of the organisation are properly run and maintained.
6. Represent the Board and the organisation to external stakeholders, local decision makers, the media and funding bodies, and regularly engage with Basingstoke and Deane Borough Council and Arts Council England.
7. Take the lead with fundraising for the organisation, working closely with the Board, the Executive team and Advisory Groups to implement the Anvil's new Development Strategy.
8. Support and challenge the Chief Executive, regularly being available as an advisor.
9. Appraise the performance of the Chief Executive on an annual basis.

10. Work closely with the Chair of the Audit and Investment Committee to ensure appropriate financial oversight of the organisation.
11. Work with the Chair of the Nominations Committee to ensure that the Board has the relevant expertise to meet the organisation's objectives, that membership of the Board is reviewed annually, and that succession planning is carried out on a regular basis.
12. Support the creation of several Advisory Groups to assist with the implementation of plans in key priority areas, such as Development, Digital, Education and Environmental Sustainability.
13. Undertake any other business as determined by the Board.

PERSON SPECIFICATION

ESSENTIAL

- A real commitment to the vision of the Trust and a willingness to dedicate the necessary time required to lead Anvil Arts forward and implement the Strategic Plan.
- A strong interest in the arts and entertainment sectors.
- A demonstrable commitment to diversity and inclusivity.
- Leadership skills of a high order, having worked on a Board or a charitable trust, preferably in a non-executive or Trustee capacity, with previous experience of chairing a Board an advantage.
- A track record of chairing meetings with skill and authority.
- Demonstrable ability to provide leadership and strategic direction to the Board.
- Knowledge of corporate and charity governance.
- Financial and commercial acumen to ensure the organisation's accountability to its stakeholders and to monitor its longer-term financial sustainability.
- A track record of raising funds for charitable organisations.
- Excellent advocacy and communication skills, and an inclusive management style.



DESIRABLE

- Experience of partnership development for a charitable organisation would be an advantage.

APPLICATION PROCESS

For a confidential conversation about the role of the Chair of Anvil Arts please contact the Chair of the Nominations Committee, Stephen Browning, on stephen@stephenbrowning.com.

Applicants should send a covering letter explaining, with reference to the person specification above and using examples from your experience, why you think you would be a suitable Chair of Anvil Arts. Applicants should also send through a current CV.

TIMETABLE

Please email your covering letter and CV to Stephen Browning at stephen@stephenbrowning.com no later than 14 February 2021. Applicants will be informed if they have been shortlisted by 1 March 2021.

Interviews with members of the Nominations Committee: late March 2021. There will also be time for shortlisted applicants to meet with Andrew Finney and the Chief Executive and to see around the Anvil.

It is hoped that the new Chair will be able to formally join the Board early in the summer of 2021.