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| Vacancy | Operations Director for Culture House |
| Salary | Starting at £40,000 with annual 10% Increase |
| Pension Contribution | 5% per annum |
| Location | London |
| Contract Type | 5-year fixed term contract |
| Reports | Operations Director |
| Hours | 35 hours per week (Five Days a week) |
| Who are we? | The Anti-Tribalism Movement is a non-profit organisation committed to tackling tribalism and promoting fairer and more equitable societies. With over 14 years' experience of providing advocacy, support, and specialist services to tackle inequalities and promote fairer societies. |
| Culture House Background | |

The Culture House (CH) is a bold new community-initiative which will make the heritage landscape of the UK more diverse and inclusive. It will tell the story of the British Somali community, East African and Black communities which has put down roots in the UK over the past decades, but which remains on the fringes of the national cultural consciousness. The core activity of CH is to preserve tangible and intangible community cultural assets and present them to diverse publics, in the community's authentic voice. By doing this, it will illuminate their complex and varied experiences and their evolving multi-layered identities, exploring and revealing narratives of origin, displacement, migration, and adaptation.

CH has four components, which the Operations Director will be in overall charge of successfully implementing:

- 1) **Creation and display** of artefacts and heritage objects including paintings and sculpture, ornaments, traditional costumes, and artefacts. These will be curated and displayed, with explanatory text of the significance of each.
- 2) **Resource space**: This space will be a repository of resources on black heritage, including printed and audio-visual materials such as books and oral history recordings, and non-fragile artefacts and cultural assets that the public can safely handle. These resources will be catalogued and displayed in such a way that they can be accessed and used by a range of beneficiaries including academics, researchers, school pupils, university students and professionals.
- 3) **Event space**: Culture house will offer talks, heritage lectures/ demonstrations, readings (poetry/ prose), oral history presentations from our archives and other sources and community discussions.
- 4) **Digitised heritage display**: All heritage items which are held by Culture House will be digitised and put online. This will help expand reach significantly and make the heritage offering accessible to a wider public across the UK and internationally, including those who cannot physically travel to the Culture House.

Job Overview

Culture House is seeking a dynamic and visionary Operations Director to oversee the operation, vision and direction of the Culture House. The OD will report to the Managing Director, and working collaboratively with staff of ATM.

The Operations Director will direct and shape the Culture House's work, including exhibitions, curating cultural assets, organising poetry club, community memories projects, learning activities, tours, educational programs, and outreach programs. Primary duties include assessing the Culture House's readiness; deciding and developing the season's themes and programs and how they will be brought to life, employing consultants as necessary, setting program schedules, managing staff, developing and managing budgets, and ensuring the financial viability and sustainability of Culture House. The Operations Director will be the public face of Culture House, representing it to funders, media, stakeholders, and diverse publics.

The successful post holder must have excellent knowledge of the Somali/ East African community, a track record of leadership, project and budget management, and team management (ideally in the culture/ heritage sector), and a track record in developing creative solutions to meet the cultural needs of local people. The post holder will thrive on challenge and be self-motivated to continually review and improve the quality of the service to the community and building the reputation of the Culture House. The post holder will develop a strong cohesive team focussed on delivering an exemplary service, upholding Anti-Tribalism Movement values, and increasing knowledge of our users.

Keys Tasks and Responsibilities

Operations

- Develop long-term detailed plans for Culture House over 5 years and further, with clear goals and timelines to achieve all stated aims.
- Ensure Culture House delivers all its stated aims and objectives through excellent teamwork and budget management. Increase the reputation and name of the Culture House brand across London, and over the UK where feasible.
- Engage with wide groups of stakeholders to build Culture House into a known and respected institution.
- Plan and manage the annual programme of Culture House across all spheres of activity.
- Select & hire consultants and providers to support Culture House's work.
- Establish & maintain artistic standards & quality for productions.
- Develop, improve, and implement operations and plans to meet CH goals.
- Manage the day-to-day operations of CH, including by establishing and implementing systems for working, overseeing outputs and targets, and adhering to compliance procedures, laws and regulations.
- Manage the finances of Culture House, regularly reporting to the Managing Director and Trustees on financial matters.
- Create plans for increasing revenues of Culture House.

Strategy & Assessment

- Ensure that Culture House works well to its mission & values.
- Identify opportunities to advance the Culture House's strategic goals.
- Facilitate annual strategic planning with trustees & staff.
- Establish & assess benchmarks with trustees & staff.
- Develop long-term financial planning & assessment with Managing Director
- Work with ATM Managing Director to develop viable sustainability plans for CH.

Oversight

- Hire, supervise, and evaluate project staff with Managing Director
- Maintain internal communications between project staff, consultants, & contractors
- Work with senior staff to meet budget and sustainability goals.
- Submit regular reports and payment request to funder.
- Manage project budget, ensuring funds are appropriately allocated and recorded, spending is cost effective and planned budget is adhered to.
- Collaborate with other partners and contribute to the development of a wider culture and heritage sector.
- Motivate and manage the team effectively to promote harmony and teamwork, set priorities, and manage performance at an individual and team level.
- Improve users' satisfaction through policy, procedural changes and effective M&E
- Perform other duties as assigned.

Communications

- Build and maintain relationships with local communities and service users, funders, and other stakeholders.
- Represent the Culture House to the public & media.
- Engage with all relevant communities who may benefit from Culture House offerings.

Personal Specification

Essential

- Proven track record of strategic planning, management, and leadership, ideally in the culture/ heritage sector.
- Experience of stakeholder engagement.
- Deep understanding of Somali/ East African culture/ heritage.
- An ability to provide visible and supportive leadership and to foster a positive work environment through empowering, enabling, motivating and developing others.
- Excellent command of English language.
- Ability to project the CH's vision and the ability to see the 'big picture', to identify broader opportunities and the potential for operating in different ways to achieve the desired results.
- Good awareness of the issues, pressures, influences and legislation facing charity sector
- Excellent communication, community building, analytical, and leadership skills
- An understanding of the role of information and communications technology in the heritage sector.
- Knowledge of/experience with fundraising
- Familiarity with communities of interest to Culture House.
- Excellent verbal and written communication and interpersonal skills.
- Excellent organisational skills and attention to detail.
- Excellent analytical, decision-making, and problem-solving skills
- Dynamic, enthusiastic and inspirational.
- High level of political awareness and a strong understanding of the wider strategic and political context within which CH will operate.

Essential General Circumstances

- Willingness and ability to work outside usual office hours as necessary.
- Must be able to perform all duties and tasks.
- Willingness to travel

The Anti-Tribalism Movement is an equal opportunity with a strong commitment to diversity and inclusion. We prohibit discrimination based on race, religion, age, disability, or any other legally protected characteristics.

TO APPLY: Please email cover letter setting out why you are the right person for this role and CV to info@theatm.org by **26th April 2024**.

