Information for Candidates

Arts Council of Wales

Appointment of Chair 2016
INFORMATION FOR CANDIDATES

Introduction

The Arts Council of Wales is seeking a new Chair – could you be the person we are looking for? Are you a creative and dynamic individual? Do you believe that at their best the arts can inspire and teach us something about ourselves and the world around us? Do you believe that the arts can be transformative and bring communities together? Are you aware of the impact of the arts and the benefits of the arts to the health, wealth and well-being of Wales? Are you ambitious for the arts in Wales - can you help build a creative Wales where the arts are central to the life of the nation? If the answer is yes then we want to hear from you.

Diversity

The Welsh Government believes that public bodies should have board members who reflect Welsh society – people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, members of ethnic minorities, disabled people, lesbian, gay, bisexual and trans people.

Background

The Arts Council of Wales was established by Royal Charter in 1994. The Arts Council is a Welsh Government Sponsored Body funded largely by grant in aid from the Welsh Government. It is also a registered charity subject to Charity Law and is one of the four Lottery Distributors in Wales.

The Council’s aims as set out in its Royal Charter are:

a) to develop and improve the knowledge, understanding and practice of the arts;
b) to increase the accessibility of the arts to the public in Wales;
c) to advise and co-operate with the Welsh Government and relevant bodies; and

d) to carry out the objects through the medium of both the English and Welsh languages.

The Chair is responsible for the overall direction and management of the Council within the provisions of the Royal Charter, the National Lottery Acts and the terms and conditions of the funding provided by the Welsh Government. The role of Council Members is defined in the Management Framework Document. As part of the terms and conditions of funding, Council Members have individual and corporate responsibility to the Welsh Government.
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The Chair is also a trustee of ACW as a registered charity and is required to fulfil the duties of a trustee of a charity as set out in “CC3 The Essential Trustee: What you need to know” (http://www.charity-commission.gov.uk/publications/cc3.asp).

About the Arts Council of Wales

As the country’s funding and development agency for the arts, the Arts Council:

- **supports and develops high quality arts activity** – it invests public funding, provided by the taxpayer, and allocated by the Welsh Government, helping the arts to thrive in Wales

- **develops and delivers the Welsh Government’s strategic priorities for the arts** – it ensures appropriate mechanisms, process and procedures are in place to deliver on the strategic agenda set by the Welsh Government, as set out in the prevailing strategy document (currently the Programme for Government) and the Annual Remit letter.

- **distributes Lottery funds** – through applications to its funding programmes it invests in projects that develop new arts activity, supporting individuals and organisations

- **provides advice about the arts** – through its staff and its advisers, the Arts Council has the largest concentration of arts expertise and knowledge in Wales

- **shares information** – the Arts Council is the national centre of a network of information and intelligence about the arts in Wales. It also has strong international links in the UK and beyond

- **raises the profile of the arts in Wales** – the Arts Council is the national voice for the arts in Wales, making sure that people are aware of the quality, value and importance of the country’s arts

- **generates more money for the arts economy** – initiatives such as *Collectorplan* - Council’s scheme to encourage more people to buy art - and its work to secure European funding brings more money into the arts economy

- **influences planners and decision-makers** – the arts take place in many different settings. They can have a dramatic impact on the quality of people’s lives, and the places in which they live and work. The arts are also frequently at the heart of initiatives for economic and social regeneration. The Arts Council plays a key role in ensuring that the contribution that the arts can make is recognised, valued and celebrated.

The Council is currently undertaking a review of its funding arrangements, focussed largely on its portfolio of revenue funded clients. This review will be completed in late 2015 with new funding arrangements taking effect from April 2016. The Welsh Government sets the strategic agenda for the arts in Wales and recently set out the following key priorities for the Council, for 2015/16:
- To establish more sustainable funding arrangements for some of Wales’ key strategic arts organisations.

- To support the Welsh Government’s aim to make Wales the most creatively active nation in Europe.

- To help tackle poverty, by introducing more people who are currently excluded from the arts to the benefits of creative activity.

- To ensure that its funded organisations are doing everything possible to lever in additional resources from commercial, or other means.

- To work closely with local authorities to protect key services, projects and facilities.

- To assist in promoting and ‘branding’ Wales, through ‘themed years’ and other mechanisms.

- To support, where appropriate, the Welsh Government’s aims for economic development.

- To fully exploit what the digital media can offer to the arts, and what the arts can offer the digital media.

**Role and responsibilities of the Chair**

The Chair has a pivotal role in leading the Council. As Chair, you will work closely with the Welsh Government in delivering a substantial programme of change. This requires a highly committed, enthusiastic and motivated individual who can steer the Council through the challenges facing the sector during tough economic times, but also exploit the many new opportunities for the arts, for example those being created through digital technology. The Welsh Government is looking for a person who recognises the significance of these opportunities and can fully exploit their potential.

The role of the Chair will be to:

- actively address participation rates in the arts by social groups and individuals who have traditionally had fewer opportunities and faced greater obstacles; this will include the prioritising of new funding for communities where participation in the arts is at its lowest;
provide effective leadership for the Council, in particular in defining and developing its strategic direction, setting challenging objectives, participating in the corporate planning process and representing the views of the Council to Ministers and the general public;

act in a way which promotes high standards of propriety and public finance and ensure that the Council's activities are conducted efficiently and effectively; and

monitor the Council's performance to ensure that it meets its aims, objectives and performance targets and ensure that the Council's controls achieve value for money within a framework of best practice, regularity and propriety;

Skills/qualities

Prospective candidates will be expected to possess the following qualities and you should reflect these in your personal statement which will be submitted as part of the application process:

- Extensive knowledge of the arts in Wales and a keen interest in the future development of the role of the arts throughout Wales, the UK and internationally;
- An understanding of current Welsh Government and Arts Council priorities & initiatives and how these can best be delivered, together with knowledge of the challenges facing arts organisations and ACW;
- The ability to command the confidence of Ministers, fellow Board members, employees and stakeholders;
- The ability to lead an organisation, and to operate in an environment of change.

You will also be expected to possess the following skills, which will be tested in more detail at interview:

- An ability to demonstrate your commitment to the benefits of, increasing access to, and active participation in the arts by individuals and communities throughout Wales;
- Experience of working at Board level or within an equivalent, complex organisation with an understanding of governance, accountability and financial responsibility;
- Experience of leading the development and implementation of strategies aimed at achieving organisational goals;
- Experience or understanding of applying digital technology for the promotion and sustainability of the arts,
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- The ability to build effective relationships and represent the Arts Council as necessary;

- The ability to think strategically, creatively and to impartially find solutions, as well as to create and develop a long term organisational vision.

Desirable

- Welsh language skills. All candidates are expected to display an empathy towards the Welsh language, and support decisions which will strengthen bilingual service provision within the Council.

Eligibility

Applicants should be persons who will conduct themselves at all times in a manner which will maintain public confidence.

Candidates should note that being a member of the Arts Council of Wales is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2010.

Time Commitment

The appointment will be for a three-year term. The Chair's post involves a time commitment of 2.5 days a week on Council business and attendance at all Council meetings. At present the full Council usually meets every two months in varying locations in Wales. The Chair will also be expected to attend arts events and meet local authorities and other bodies concerned with arts provision.

Remuneration

The remuneration for the post is £43,810 per annum. The Chair is also able to claim reimbursements for travel and subsistence costs incurred in carrying out the duties of the appointment as a matter of course.

Board and Council Members

Under the Arts Council of Wales' Royal Charter, the Welsh Government is responsible for appointing a Chair and up to 17 other members for periods up to 3 years. In recent years the Council has been operating with approximately 14 members although it is currently carrying several vacancies.

It is anticipated that a full Member recruitment exercise will be undertaken during the latter half of 2015-16 in order to fill existing vacancies and those that are set to arise from 31 March 2016.
Although the successful candidate will not officially take up the post until 1 April 2016, it is expected that they would play an active role in the forthcoming Member recruitment exercise, affording them the opportunity to help shape the Council in accordance with their vision.

**Assistance for Candidates with Disabilities**

Every effort will be made to provide the support members need to help them carry out their duties.

**Induction Training**

The successful candidate will be required to attend induction sessions that will take place in Spring 2016.

**Selection Process**

This appointment is regulated by the Commissioner for Public Appointments and made in accordance with the Commissioner’s Code of Practice for Ministerial Appointments to Public Bodies. It is the policy of the Welsh Government to promote and integrate equality of opportunity into all aspects of its business including appointments to public bodies. Applications are welcomed and encouraged from all groups and we ensure that no eligible candidate for public office receives less favourable treatment on the grounds of age, disability, gender, marital status, sexual orientation, gender reassignment, race, religion or belief, or pregnancy and maternity. The principles of fair and open competition will apply and appointments will be made on merit.

**Starting date**

1 April 2016

**How to apply**

For further information about the application process and how to apply, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments) or contact the Welsh Government’s Shared Service Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@wales.gsi.gov.uk.

To register on the site, click on the Arts Council vacancy and click on ‘apply’ at the bottom left hand corner, then click on the register button. Complete all of the fields, accept the terms and conditions and click submit.

To apply you will need to submit two supporting documents. The first a full CV and the second a personal statement (no more than three sides of A4), detailing your experience, how you meet the four initial key **skills/qualities** identified within the role description and person specification above and how you could contribute to the role of Chair of the Arts Council. The two documents should be uploaded to the ‘Attach Supplementary Document(s)’ section of the online application form.

Following application, you will receive an automated acknowledgement from us. If you do not receive an acknowledgement, please call the Shared Service Helpdesk on 029 2082 5454 who will be able to confirm receipt of your application.
The closing date for this position is Thursday 2 July 2015 at 23:59hrs.

Interviews for the post will be held on Thursday 3 September 2015.

For queries about the role contact Andrew Stevenson 029 2082 5936 andrew.stevenson@wales.gsi.gov.uk

**Important Information about using the on-line application system**

When using the on-line application system you should read the “Help and Instructions” which appears as an option on the first page of the application form after the log-in page. The instructions make the important point that use should use the “Save and Proceed” button at the bottom of the page in order to save any information you have inputted.

This is particularly important when you are completing the section on “Evidence of Suitability for Appointment”. It is a good idea to click “Save and Proceed” after completing each of the separate questions in this section to ensure no information is lost. You can navigate back to the “Evidence of Suitability for Appointment” section after clicking “Save and Proceed” by using the menu on the left hand side of the page.

A note of caution – if you click on the “Reset Page” button you will lose all the information you have inputted since you last clicked “Save and Proceed”.