

Dear applicant

Thank you for your interest in the role of Director of Creu Cymru.

We hope that this recruitment pack is informative and useful in supporting you to apply for the post

you are interested in.

Included in your application pack are the following documents:

1) Job Description / Person Specification

2) Application form – for completion and return by 5.00pm on 7th February 2020

3) Guidance notes on completing the application form

4) About Creu Cymru

5) About the role

6) Working at Creu Cymru– the terms and conditions

First interviews will be held in Cardiff on 14th February 2020 with second interviews on 21st February 2020.

If you have not heard from us by the date shown for interview, you should assume that your

application has been unsuccessful this time. If this is the case, we hope that you will consider

applying for other vacancies at Creu Cymru in the future and we thank you for your time and effort

in submitting your application.

This recruitment is being handled on behalf of Creu Cymru by Richard Newton Consulting. Please

contact Dorothy Haines with any questions you may have or feedback, on 029 20 397 341 or via

recruitment@richard-newton.co.uk. Dorothy can also arrange for you to have an informal conversation about the role with myself. Please contact this office should you require any of the information in alternative formats.

We look forward to receiving your application.

Yours faithfully,

Geoff Cripps (Chair) and the Board of Trustees

**Guidance notes for completing the application form**

The information you give us in your application form is the only information we will use to decide

whether you will be shortlisted for an interview. The information that you supply should be based on

the criteria listed in the person specification and related to the job description.

1. Please complete all sections of the form. Please note the boxes are expandable to allow for free

flow text.

2. The most useful section of the form is headed ‘meeting the requirements in the person

specification'. This should be used to tell us how you think you meet each of the selection criteria

listed on the person specification. Draw particular attention to your experience, skills, achievements

and knowledge gained in past employment (including community/voluntary work, work in the home

or leisure interests) or other activities relevant to the job. Please also highlight why this role excites

you.

3. Give examples of the work you have been involved in and remember to specify your own

responsibilities rather than those of your department.

4. Please complete the application form in full so that we receive the same type of information from

all applicants and so that you directly address the criteria in the person specification. CVs will not be

accepted.

5. Please return the form in Microsoft Word format.

**About Creu Cymru**

**Background:**

Creu Cymru is the development agency for theatres and arts centres in Wales. Established in

2001 through an initiative by the sector, Creu Cymru nurtures and supports a vibrant,

sustainable and flourishing network of venues across Wales. With support from the Arts

Council of Wales’ Resilience Programme, the Board of Trustees are looking for a new

Director for the organisation who has the vision, confidence and skills to lead the

organisation through a new period of development to a wider, more strategic sectoral role in

Wales.

Creu Cymru is currently funded through project funding via the Arts Council of Wales’

Lottery Programme and membership fees. Some earned income is generated through the

management of the Arts Council of Wales’ Hynt programme as well as arranging touring on

behalf of companies and artists from outside Wales. In order to support the longer-term

viability of Creu Cymru and to work with the Board of Trustees and staff, the Arts Council has

agreed to fund the Director role for a period of two years. In addition, through the

Resilience Programme, ACW will provide an experienced business adviser who will work with

the Director and Board for a fixed period of six months to support the development of a

financially viable and deliverable business model.

The Board of Trustees currently consists of committed and passionate members. Trustees are

Geoff Cripps (Chair), Louise Amery, Gillian Mitchell, Nia Mills,

Liam Evans-Ford and Angela Gould.

Creu Cymru currently has 39 members, representing the full range of theatres and arts

centres presenting professional work across Wales. The organisation currently runs a

significant series of projects and programmes that support the development of our members

in line with its mission, as outlined below. All are focussed directly on the presentation of

work, with integrated, real-time provision of continuing professional development and

training opportunities for the programmers and marketers involved.

Creu Cymru is the development agency for theatres and arts centres in Wales. Our current

mission is to develop a vibrant and progressive sector of theatres and arts centres for the

people and communities of Wales. Our main strands of work currently align with this. Central

to our future thinking is the continued delivery and development of the HYNT scheme.

Our registered address is in Aberystwyth, although we work all over Wales, engaging with

our membership at meetings and events across the nation.

Staff are located throughout Wales (currently Aberystwyth and Cardiff). The Director is

expected to meet with the team on a regular basis.

**About The Role**

**Director**

As Director, this is an exciting opportunity for you to build on the excellent work that Creu

Cymru has delivered for its members and for the wider cultural sector since its inception. By

building on the organisation’s achievements to date, you will ensure its long term

sustainability through sound business planning, partnership and member development and

fundraising. The creation of a new vision for Creu Cymru which aligns with membership

needs and the strategic goals of the Arts Council of Wales will ensure the organisation can

make a positive impact in addressing the challenges facing the cultural sector in Wales.

The Director is responsible for leading and supporting the staff team which is currently

comprised of the Administrator and Hynt Project Administrator (p/t). You will be

accountable to the Creu Cymru membership and report directly to the Board of Trustees.

The membership currently meets annually or bi-annually at the annual conference as well as

at other art form meetings that take place across Wales at regular intervals. The Board

currently meets between 4 – 6 times per year.

**Terms and conditions:**

**Salary:** circa £45k per annum and may be up to £50k dependent on the level of experience

**Hours:** 37 hours per week, evening and weekends as and when required

**Location:** Wales-wide (currently work from home)

**Contract:** Permanent

**Pension:** Creu Cymru pays 5% of qualifying earnings as from June 2016, from October 2018 onwards

employees will start paying 3%, the amount that Creu Cymru pays will be up for revision annually.

**Home working allowance:** Creu Cymru staff get paid £40 a month towards home work allowance,

this is taxable. There will also be provision for work laptop and mobile phone if required.

**Travel allowance:** At present Creu Cymru staff receive 40p per mile towards using their car for work

purposes, and 45p per mile if carrying a passenger.

**Holiday:** 25 days per year

The trustees will consider offering a competitive relocation allowance should our preferred

candidate be currently based outside of Wales.