

Network Manager – Visual Arts South West

- 3 days per week for 2 years fixed term contract (with potential for extension subject to funding)
- £30,000 p.a. pro-rata (£18,000 per year)
- Apply by: Sunday 6 January 2019, 5pm
- Interview: Monday 15 January (TBC), Spike Island (Bristol)
- Start date: As soon as possible

Visual Arts South West is seeking a new Network Manager. The successful candidate will be a highly motivated and experienced professional with excellent knowledge, passion and perspective of contemporary visual arts across the South West region. We are seeking candidates with experience of strategy and business planning, project management and delivery, stakeholder engagement and fundraising in order to refresh, represent and realise a vision of VASW, along with its varied programmes and initiatives. The successful candidate will be a confident and effective communicator with strong negotiation skills, experienced at developing and managing relationships at all levels, and have a successful track record in high quality delivery.

Responsible to: Employed by Spike Island, the post holder's activity is line managed by the Co-Chairs of VASW and is responsible to its Steering Group

Responsible for: Web Editor, VASW staff and freelancers

Base: To be agreed / home working acceptable

Requirements: Ability to travel in the South West and nationally.

Internal and external relationships: Internally the post is funded through the NPO agreement with Spike Island, but the post holder's main relationships are with the VASW Steering Group and VASW staff. Externally, alignment and close engagement with CVAN National Director and CVAN regional network coordinators is required alongside stakeholders and funders from South West, national partners (Arts Council England) and VASW network members (e.g. artists, independents, National Portfolio Organisations, national bodies).

About Visual Arts South West (VASW)

Since its inception in 2010, Visual Arts South West has supported the needs of artists, professionals and organisations in the South West region of England. It has also sought to represent and advocate for this community as an important group, a network, within the wider arts sector. Working in partnership with its members, cultural organisations, funders and stakeholders, VASW coordinates events and provides opportunity for SW based artists to strengthen their ability to succeed.

We act in strategic ways to elevate South West potential for the visual arts, including maintaining a website, promoting network activities and frequently supporting the creation and circulation of sector-facing information and reports. Our goal is to ensure that the network is able to exchange ideas and knowledge between its members to develop fresh perspectives for long-term sustainability.

VASW Objectives

- To provide leadership and advocacy for contemporary visual arts within the region
- To facilitate greater opportunities for networking, partnership working and collaborative projects, including engagement with wider networks nationally and internationally
- To empower the SW visual arts sector with greater skills and knowledge
- To demonstrate the impact and engagement of our sector for audiences
- To support the development of excellence for our members in rural and urban areas

VASW Steering Group

Part of the national CVAN initiative, VASW is overseen by an independent Steering Group, comprised of 8-12 people representing the following sectors:

- National Portfolio Organisations
- Independent artists, producers and curators
- Independent organisations (Non-NPO)
- Higher Education sectors

The representation sets out to reflect the geographic spread of counties of Cornwall, Devon, Dorset, Gloucestershire, Somerset, Hampshire and Wiltshire and the unitary authorities of Bath & North-East Somerset, Bristol, South Gloucestershire, Bournemouth & Poole, Southampton, Plymouth and Torbay

About Contemporary Visual Arts Network (CVAN)

Visual Arts South West is part of the national CVAN, a national consortium of artists, arts professionals and arts organisations in England dedicated to working together to strengthen the connection across the visual arts sector, advocate for the benefit the sector brings nationally and support the arts more broadly. Representing the sector across England are regional CVAN organisations, each with their own particular focus and identity. Together these groups form a national network.

Whilst each regional group has a unique structure to reflect its own circumstances and priorities of its region, the purpose of the network overall is to connect people working across the visual arts, and with professionals in other fields regionally, nationally and internationally, in order to share information, ideas and resources. CVAN is dedicated to working together to realise a stronger visual arts sector for the benefit of artists, arts organisations and audiences, present and future.

Job Purpose

The Network Manager is the primary role in Visual Arts South West. Working closely with and supporting the Steering Group and network members, the Network Manager leads activities to deliver network objectives within the region and nationally, and plays an active role in the national CVAN network to ensure a South West voice is part of the national agenda.

The Network Manager will be proactive in developing stakeholder relationships, and identifying and undertaking fundraising to further VASW's impact. This post will be a positive advocate for the ecology of the visual arts in the South West supporting development through connectivity, knowledge sharing and strategic intervention working within the region and as part of the CVAN network nationally. Central to this will be the development of an evidence base highlighting the prospective health and sustainability of the contemporary art sector, in collaboration with the CVAN Director and CVAN regional networks.

Key accountabilities/primary responsibilities

Strategy and Business Planning

- To facilitate the development of the strategy and business plan for VASW, in consultation with the Steering Group, aligned to CVAN National vision.

- To lead on implementation of VASW's strategic plan, in consultation with the Steering Group.
- To research, develop and implement VASW's programme as agreed with the Steering Group and in sync with stakeholder and/or partner agreements on relevant activity strands.

Fundraising, Relationships and Resourcing

- To lead on fundraising on behalf of the Steering Group to secure future sustainability of the organisation and continuation of activities.
- To facilitate and develop a culture of knowledge exchange across the regional network, and with other national networks, including identifying and establishing events, systems and programmes that are both relevant and impactful.
- To represent VASW with stakeholders, brokering partnerships within the contemporary visual arts sector and beyond (e.g. local authorities, HEIs, creative industries) to embed SW visual arts within cultural strategy, policy and practice at local, regional and national levels and ensuring visibility at relevant and partnered events.
- To oversee communications, ensuring that the VASW website and digital communications are kept up-to-date, compliant with statutory regulations (e.g. GDPR) and developed in line with industry standards.
- To identify additional resources for activity, working with stakeholders across the region through strategic and agreed use of VASW presence and funding.
- To be aware at all times of the implications of diversity for the arts, and to promote diverse perspectives, in all activities undertaken.

Finance and administration

- To work with Steering Group Treasurer and Spike Island in overseeing financial activity and delivering to budget, presenting management accounts to the Co-Chair on request and in meetings as appropriate including for AGM approval.
- To manage robust administration including newsletter writing and distribution, coordination of meetings, agendas and minutes, press communications and website development, on behalf of the Steering Group and as a network employee.
- To produce written quarterly and annual progress reports outlining the networks activities and plans. To ensure production and delivery of evaluation and reports, as necessary, for funders on relevant delivered activity.
- To work with the National CVAN Director, providing reports as appropriate, attending CVAN meetings, circulating information and representing VASW at a national level.
- To deliver evaluation of the SW region and contribute to CVAN's national

activities, in alignment with CVAN Director, stakeholders and partners.

- To maintain appropriate records and files of the network and ensure safe storage in formats easily accessible to the VASW Steering Group.

Person Specification

| Criteria | Essential | Desirable | Assessed by |
|---|--|-----------|-------------|
| <p>Qualification, knowledge and experience</p> <p>Educated to degree or equivalent</p> <p>Working knowledge of and interest in contemporary visual arts sector and related policy issues</p> <p>Good understanding of the cultural, social and political content and opportunities for VASW and CVAN</p> <p>Experience of working with diverse groups</p> <p>Knowledge and commitment to equality, diversity and inclusion and the Creative Case for Diversity</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | | Af / I / P |
| <p>Planning and organising</p> <p>Track records of delivering multi-stakeholder projects, campaigns in the cultural or creative industries</p> <p>Experience of developing and delivering against business plans</p> <p>Proven research and organisational skills. Proven ability to plan, manage and prioritise own workload</p> <p>Experience of fundraising for the visual arts or comparable sector/s</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | | Af / I / P |

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| Administration and financial acumen | ✓ | | |
| Digitally literate, with effective computer and administrative skills | ✓ | | |
| Confident and experienced at managing risk | ✓ | | |
| Problem solving and initiative | | | Af / I / P |
| Able to develop understanding of long-standing and complex issues and to apply professional knowledge and experience to solve them | ✓ | | |
| A positive attitude and ability to work under pressure | ✓ | | |
| Experience of developing and maintaining partnerships | ✓ | | |
| Management and teamwork | | | Af / I / P |
| Excellent management skills, including experience of managing teams and projects | ✓ | | |
| Flexibility and ability to work collaboratively as part of a small team | ✓ | | |
| Able to proactively work with colleagues across other areas/sectors to achieve outcomes | ✓ | | |
| Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teams | ✓ | | |
| Communicating and influencing | | | Af / I / P |
| Effective communication and negotiation skills | ✓ | | |
| Strong communicator, able to present to diverse groups in range of settings and be sensitive to content | ✓ | | |

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| Excellent written and analytical skills | ✓ | | |
| Confident and experienced in working with across sectors with multiple stakeholders | ✓ | | |
| Interest and appetite for engaging in press strategies and communications activities. | ✓ | | |
| Experience of devising and managing press/PR strategies and communication activities | | ✓ | |
| Other skills and behaviours | | | I / P |
| Commitment to equality, diversity and inclusiveness and making the Network accessible to all. | ✓ | | |
| Special requirements | | | Af / I |
| Ability to travel regularly across South West region and nationally. | ✓ | | |
| Willingness to work evenings and weekends as required. | ✓ | | |
| Based in the South West region | | ✓ | |

Key: Af = Application form | I = Interview | P = Presentation

How to Apply

Please submit a CV (max 4 x A4) and covering letter (max 2 xA4) demonstrating your suitability for the role and how you meet the skills and experience required, including the names and contact details of two referees. **Please save these two documents into a single PDF or Word file, and name your application file as follows: [SURNAME_ FIRST NAME].**

A completed Equal Opportunities Monitoring form should be submitted with your application. All information given on the Equal Opportunities Monitoring form will be treated with the strictest confidence and will be held for statistical purposes only. This information does not form part of the selection process.

Please email your application and equal opportunities monitoring form to recruitment@vasw.org.uk with 'Network Manager' in the subject line by Sunday 6 January, 5pm.

Applicants must have the right to work in the UK.

For further information or to discuss alternative formats and access requirements, please contact: Nella Aarne, Interim Network Administrator Email: nella@vasw.org.uk

Please note: we are unable to consider any applications which are received after the deadline. If you cannot make an offered interview time we may not be able to give you an alternative.