

DIRECTOR, EXHIBITION ROAD CULTURAL GROUP

Contract Permanent

Location: South Kensington, London

Hours: 4 days per week. Holiday entitlement is 5 weeks pro rata per year, excluding Bank Holiday.

Salary: £60,000 (equivalent to £75k pro rata) plus pension contribution of 10%

1. ABOUT THE ROLE:

The Exhibition Road Cultural Group (ERCG) brings together the leading arts and science organisations in South Kensington, the world's original cultural district. Our mission is to provide a strong, unified voice for the district, using our combined strength to address shared challenges and achieve change.

We are seeking a passionate and collaborative leader to deliver our vision of a thriving cultural district, welcoming and enjoyable for all who visit, work, live and study. You will be an ambassador for the district and an effective advocate internally and externally, promoting collaborative action to promote and develop the district.

You will harness the collective power of our members to ensure that ERCG is a crucible for transformation, using its combined creativity and expertise in science and arts to inspire, innovate and create change. Addressing the most pressing issue of our day, South Kensington's institutions are working together to become a global exemplar of carbon zero, nature positive neighbourhood.

As Director, you will manage the work of ERCG, reporting to the Board and Co-Chairs, Craig Hassall and Tim Reeve. The post currently has one direct report, Head of Marketing and Communications, plus volunteers and temporary roles.

You will represent ERCG at every level, liaising with local and national politicians, local residents and senior executives across our partner institutions. The Director needs to have the trust and confidence of all members and key stakeholders and be able to engage staff working across member organisations in collaborative initiatives to meet objectives agreed by the board.

The role is based in South Kensington, currently located at the Natural History Museum. Working from home 1-2 days a week may be possible subject to the requirements of the role but the post-holder will need to become very familiar with the work of member institutions and their staff. As it is a representative role, the Director is expected to attend breakfast, evening meetings and events where ERCG presence is required.

2. ABOUT US

The Exhibition Road Cultural Group (ERCG) is a partnership of 22 leading arts and science organisations in South Kensington, the world's original cultural district. Discover South Kensington is our public facing profile and trading name. ERCG is a charity and registered company. Our charitable objects are to promote education in particular by enhancing collaboration between the artistic, scientific and cultural institutions in and around Exhibition Road and South Kensington.

Our current objectives are to:

1. **Accelerate South Kensington as an exemplar zero emission, nature positive urban neighbourhood.** Playing our role in tackling the planetary emergency and using our collective voice and reach to inspire change far beyond South Kensington.
2. **Create a welcoming, vibrant destination, providing an excellent experience** for people who visit, work, study and live here. Improving welcome, ease of visit and access to great amenities, pleasant surrounds and safe environments.
3. **Promote this cultural district to diverse audiences and build local engagement.** Helping to rebuild visitor numbers, using our combined reach and profile to promote what's on offer here.

3. WHAT YOU WILL BRING TO THE ROLE

- You will need to build strong, effective relationships internally and externally based and have the trust of members.
- Be an energetic and visible advocate for ERCG and its members, engaging the public, the media and community in the work of ERCG and supporting Board and other colleagues across Membership to advocate for the needs of the cultural district.
- Experience of developing a successful strategy that has increase impact and reputation. Strategic acumen and discipline to lead the co-creation of a coherent and focused strategy and plan that is deliverable and intelligently measured.
- Experience of leadership and team building quality to inspire, motivate colleagues, volunteers and partners. The ability to recognise and rely upon the expertise of others and deliver results through leadership beyond direct authority.
- Excellent relationship-building skills: the ability to build strong and productive relationships at senior levels, internally and externally. The ability to communicate effectively and confidently with a variety of audiences.
- Detailed knowledge of the work of one or more of our member institutions would be an advantage.
- A personal connection, commitment and ambition for the vision and mission of ERCG.
- A way of working and leading that acknowledges the limits and gaps of personal abilities, the talents and expertise of others and keenness to listen and collaborate.
- Determination and resilience – ability to drive results through cooperation and achieve change through perseverance.

- Taking care of your personal health and safety and that of others. Complying with the ERCG Policies, risk assessments and safe systems of work and reporting any health and safety concerns

DESIRABLE SKILLS

- Strategic communications experience of developing brand and profile
- Experience and understanding of programmes working to achieve zero emissions and enhance biodiversity in large organisations.
- Experience of placemaking and transport, planning, environmental policies and processes for achieving change.
- Experience of working on public events and knowledge of operational aspects of delivering public art projects.
- Experience of procurement of writing briefs and managing relationships with consultants and external suppliers.

4. KEY RESPONSIBILITIES OF THE ROLE

Strategy and Planning

- Work with the Board of Directors and Members to develop the vision, objectives and strategy of the ERCG.
- Build internal awareness across ERCG of the value of the partnership with senior leaders and key staff across member organisations.
- Produce rolling 3-year annual plan and budget to implement the strategy agreed by the Board and Members and maintain financial stability.

Partnerships and collaboration

- Role-model collaborative, inspiring and purpose-driven leadership demonstrating how ERCG can support members to achieve their shared objectives.
- Recognising the excellent work of our peers and partners, serve the Members by putting ERCG to work in their service, so that they feel real benefit.
- Facilitate effective collaboration between member institutions, fostering a culture of shared commitment, trust and respect between staff of ERCG members, to deliver the objectives of ERCG and enhances cultural district as great place to works, study, live and visit.
- Overseeing and driving forward the collaborative effort to accelerate becoming an exemplar as a zero emissions and nature positive neighbourhood.
- Collaborate with Imperial College London and ERCG Members to deliver and develop the annual Great Exhibition Road Festival. Oversee the programme of public events in Exhibition Road, working with members, local stakeholders and

external partners to implement the Exhibition Road Events Strategy bringing the activities of the institutions here out into the public realm.

- Convene and facilitate subject specialist networks and working groups where appropriate, including the South Kensington Business Resilience Forum.

Communication and Advocacy

- Work with the Head of Marketing & Communications and the Communications Group, develop and promote the cultural district as a destination for local, national and international audiences.
- Build effective relationships and communication with key stakeholders to achieve ERCG objectives, including Mayor's office, Transport for London, Greater London Authority, Royal Borough of Kensington and Chelsea and City of Westminster, local residents associations and community groups.
- Represent ERCG at external meetings and events, act as a spokesperson for ERCG as required, writing letters, press releases, statements or consultation responses on behalf of the Board as appropriate.

Finance and Management

- Oversee the efficient and effective day-to-day operation of ERCG including staffing, planning, implementation and evaluation of all activities.
- Approve expenditure within the authority delegated by the Board, deliver all activities within the agreed budget limits and produce regular financial reports for the Board.
- Line management of Head of Marketing and Communications. Make recommendations to the Board on staffing and resources required to deliver ERCG plans. With the approval of the Chair, recruit and manage staff, contractors, freelancers and volunteers required to deliver ERCG activities.
- Work closely and keep fully informed the Secretary and Financial controller both unpaid and part-time rolls.

Governance

- Support the Board in meeting their obligations under the Charities' Act, ensuring that activities of the ERCG contribute to the charitable purpose and that annual accounts and report are submitted to the Charities Commission.
- Support Board and Chair by preparing agenda and papers for Board meetings and the AGM together with Annual report and accounts.
- Ensure that the organisation complies with all legislation including taxation matters, and that the Board of Directors and the organisation carries appropriate and adequate insurance.

5. YOUR APPLICATION SHOULD COMPRISE:

- A full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held and relevant achievements.
- A covering letter not more than 1.5 pages outlining your motivation for applying and how your personal and career experiences make you the right choice for this role.

Please send these to Emily Candler emilyc@exhibitionroad.com by **9am on Monday 19 September**