



**FOREST
FORGE
THEATRE CO.**

Executive Director Job Pack

 forestforgetheatre.co.uk

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Forest Forge Theatre Company. First Floor, Pintail House, Duck Island Lane, Ringwood,
Hampshire BH24 3AA. Company registration No. 1787316 Registered Charity No. 289644

Thank you for your interest in the role of Executive Director at Forest Forge Theatre Company.

Forest Forge uses theatre and theatre-making to find and celebrate the extraordinary in the ordinary. Based in the New Forest, our work across touring productions, participation and artist development helps make and build connections between people, spark joy and encourages personal shifts in perspective and experience.

Forest Forge started life in 1981 and since then has produced hundreds of touring theatre shows, delivered thousands of participatory experiences and is now a fundamental part of cultural life in the New Forest. We have entertained, supported and worked with generations of local families and people regularly tell us Forest Forge provided their first theatre memories.

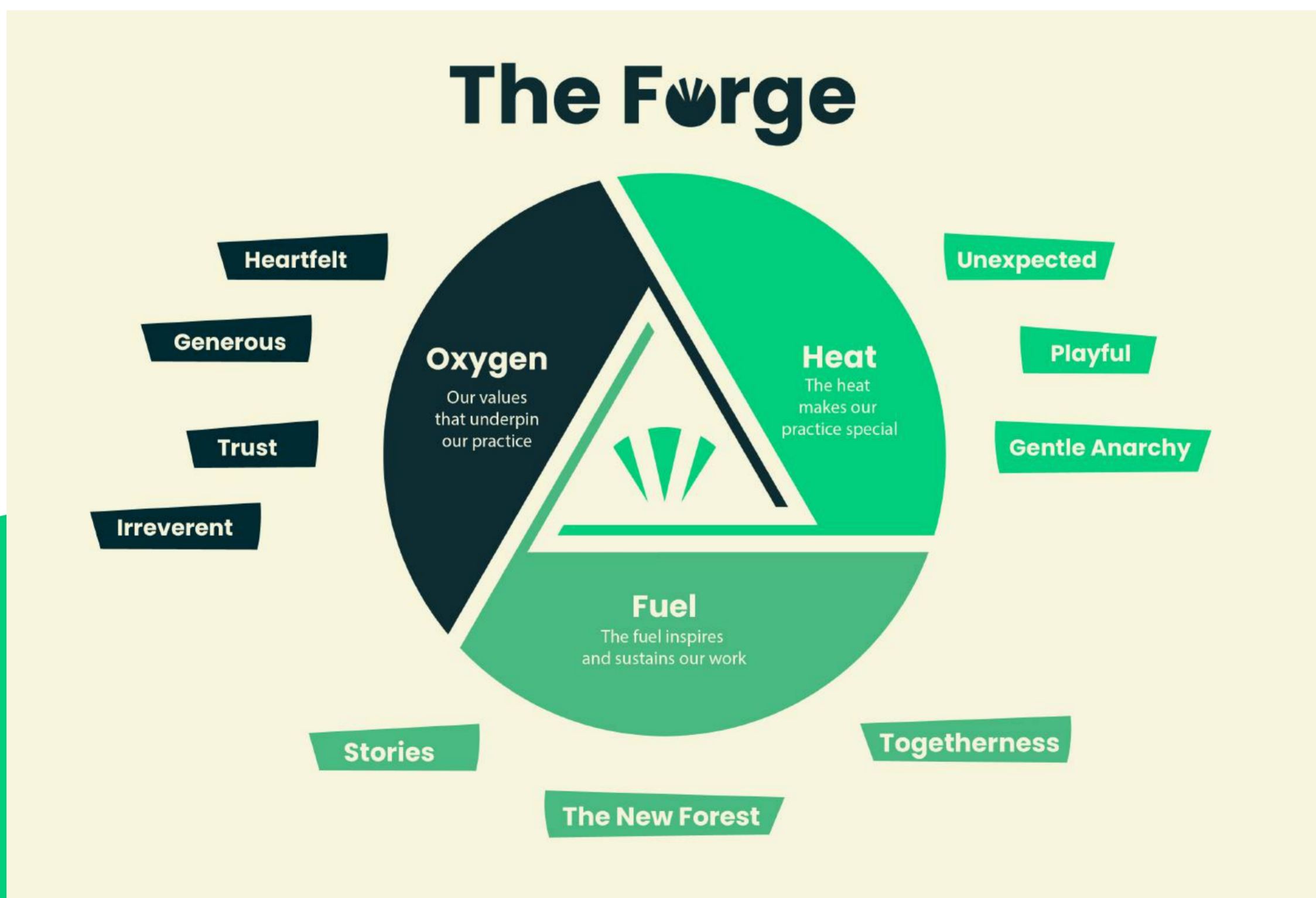
Our Vision:

Forest Forge is a fundamental part of the fabric of cultural life in the New Forest and beyond. Our artistic practice is celebrated for the way in which we share stories with our communities via touring regular productions, supporting artists and delivering meaningful participatory experiences.

Our Mission:

Forest Forge uses theatre and theatre-making to find the extraordinary in the ordinary. Based in the New Forest, our work across touring productions, participation and artist development helps make and build connections between people, sparks joy and encourages personal shifts in perspective and experience.

We deliver our work in accordance with our Fire Triangle, that expresses our approach to creating and sharing theatre.



Together the elements create Forest Forge's artistic output which:

- Finds the extraordinary in the ordinary
- Creates shifts in perception and experience (from a tiny smile to a change in worldview).
- Works with and shares joy.
- Makes and sustains connections.

**Forest Forge delivers three strands of work.
Each programme is of equal importance.**



Touring Theatre

We have been creating and touring playful and heartfelt theatre productions to rural village halls and studio theatres since 1981.



Participation

We provide professionally-led, joyful theatre workshops across the New Forest and beyond.



Artist Development

We support artists at all stages of their careers so that more theatre can be made for and in the New Forest and surrounding region.

Forest Forge is a registered charity and Company Limited by Guarantee.

We are based in Ringwood in the New Forest. Each year we engage around 5,000 audience members and participants.



Executive Director: Job Description

Salary:	Up to £40,000 pro rata per annum
Contract:	24 hours per week (3 days)
Reporting to:	Chair of Trustees
Responsible for:	Freelance Bookkeeper, Freelance Manager of The Shed (workshop), Freelance Producers (project based), Contractors and Volunteers

The Executive Director collaborates closely with Forest Forge's Co-Artistic Directors, sharing equal responsibility within a co-leadership model.

The Executive Director leads on all financial, operational and administrative management of the charity, taking overall responsibility for financial management, revenue fundraising, board liaison and operational and premises management. They are the registered Company Secretary.

Strategic Management and Governance

Work with the Co-Artistic Directors and Trustees to develop the strategic plans for the organisation, updating action plans and objectives annually.

Develop and maintain positive relationships with stakeholders, decision-makers, supporters and funders including attending meetings and leading on strategic and advocacy communications.

Work as the named Company Secretary, maintaining accurate governance records and ensuring the company's compliance with all relevant legislation.

Act as the key liaison with the board, creating and sharing board papers and reports, managing communications, and arranging and attending meetings as well as writing and distributing the minutes (recorded via dictation).

Financial Management and Fundraising

Lead on the development and ongoing management of the organisation's budgets, including monitoring progress via monthly financial reports and six-monthly re-forecasting.

Drive forward actions to ensure income targets are met and efficiency savings are made.

Oversee and manage the restricted and designated funds, in line with funder requirements and trustee decisions.

Manage day-to-day financial operations including working with the bookkeeper, authorising invoices, making payments and managing budgets.

Line manage the freelance bookkeeper and work with them to develop and maintain appropriate financial controls and processes.

Approve the monthly payroll.

Work with the accountant to prepare the Statutory Accounts and use these to manage reporting and submitting Annual Returns to the Charities Commission and Companies House.

Lead on revenue fundraising including developing and diversifying the fundraising strategy to achieve targets and investment from public funders, trusts and foundations, individuals and sponsors, in line with budget targets.

Lead on large-scale and local authority funding applications including Arts Council Project Grants and NPO applications and NFDC revenue applications.

Artistic Programmes

Collaborate with the Co-Artistic Directors to plan, manage, and deliver artistic programmes aligned with the business plan, ensuring growth, strategic alignment, and adherence to budget constraints and target outcomes.

Support the delivery of artistic programmes by working with the Co-Artistic Director (Touring and Participation) on producing and managing productions and tours and line managing freelance producers.

Support marketing activity across all programmes, including updating the website and social media, proofing assets and writing emails newsletters and invitations.

Administrative and Premises Management

Lead on the development and implementation of all policies and procedures (including Health and Safety, GDPR, EDI, Safeguarding and Cyber Security) required for the safe and successful running of the company, in line with best practice.

Keep up to date and ensure compliance with all relevant legislation.

Manage all effective renewal of all insurance policies, arranging appropriate cover for all activities.

Manage the Pintail House and The Shed workshop premises including liaising with landlords and agents, overseeing lease renewals, ensuring compliance with all health and safety legislation, managing premises contracts (such as the fire alarm maintenance), leading on the regular review of premises risk assessments, managing utility contracts and managing first aid.

Lead on all areas of office management, including managing the IT providers, phone systems and all other office and building equipment.

Line manage The Shed Manager (freelance).

Lead on all capital improvement projects.

Manage premises contractors and volunteers.

Lead on the delivery of the company's environmental pledge and actions to improve sustainability.



Executive Director: Person Specification

Essential Criteria

- Experience of managing a charity, Community Interest Company (CIC) or cultural organisation, including developing and delivering plans to achieve strategic objectives.
- Experience in development, reviewing and managing budgets and cash flow, including having a strong understanding of budget preparation, reporting and preparing cash flow forecasts. Advanced Excel skills.
- The ability to effectively manage and oversee the appropriate use of restricted, designated and unrestricted funds.
- A successful history of raising funds from Arts Council England, local authorities and trusts and foundations.
- Experience of successfully managing relationships with stakeholders including trustees, funders, councillors and council officers and local decision makers.
- Have a personal approach and experience working collaboratively in a senior management role whilst maintaining clear responsibility and accountability for individual responsibilities.
- The ability to use own initiative to accomplish tasks and achieve objectives set out in the organisation's business plan.
- Excellent communication skills, with an ability to transfer information clearly and concisely.
- Good attention to detail and time management skills.
- An enthusiasm for theatre, and a commitment to Forest Forge's artistic ethos and approach and a thorough understanding of the importance of its charitable work and impact.

Desirable

- A good understanding of charity law, governance and accounting practices.
- Experience of line management
- Knowledge of The New Forest and its communities.
- Experience of premises management.
- Experience of successful administrative management.
- Experience in evaluation and monitoring the impact of cultural programmes and projects.

Terms of Employment

Probationary Period: The position will be subject to a six-month probationary period.

Notice period: During the probationary period the notice period will be one week on either side. Following successful completion of the probationary period, the notice period will be 8 weeks.

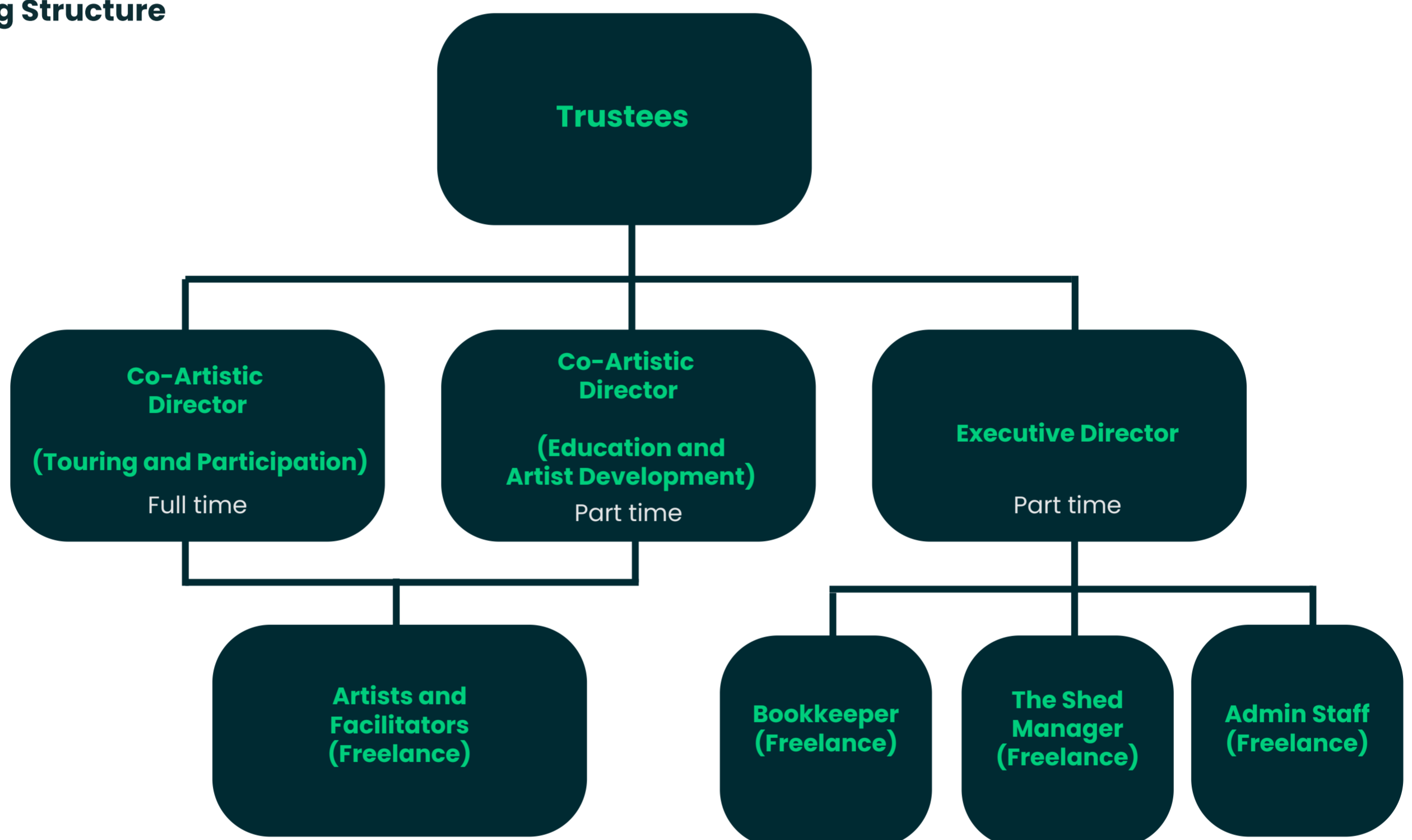
Annual Leave: 28 days plus bank holidays (pro rata), rising by 1 day for each year worked after a minimum of 2 years' service, to a maximum of 33 days.

Other Paid Leave: In line with all current legislation.

Flexible Working: Forest Forge is happy to discuss options for flexible working for this post.

This position is subject to a bi-annual Enhanced DBS Disclosure.

Staffing Structure



How to Apply

To apply, please send a CV and Covering Letter (max 2 sides of A4) explaining your suitability for the role and your experience to date to sophie@forestforgetheatre.co.uk

Please follow this link to complete an equal opportunities monitoring form alongside your application
[EQUAL OPPORTUNITIES MONITORING FORM](#)

Deadline for applications: **Monday 13 January 2025, 5pm**

Interviews will be held in Ringwood on **Tuesday 21 January 2025**.
If you have any access requirements for interview please let us know in your application.

We are committed to encouraging diversity and eliminating discrimination. We especially welcome applications from individuals who are ethnically diverse, D/deaf and / or disabled, LGBTQI+ or from lower socio-economic backgrounds.

For an informal conversation about the role in advance of application, please contact Sophie Fullerlove, Interim Executive Director at sophie@forestforgetheatre.co.uk

