



Tuesday 9 February 2021

Dear our potential new Executive Director,

As we plan our 65th Festival (which due to the pandemic will be online for the second year) the Board is looking for a special individual to take on the part-time role of Executive Director.

Building strong working relationships with James Phillips (Director/CEO), Lizzie Melbourne (General Manager), our Associates and the Board of trustees, you will co-plan and deliver existing and exciting future artistic plans for Festival '22 and beyond.

This might be your first experience as an Executive Director, in which case we would offer development support, and, in all cases, we are able to offer mentoring support if needed. Alternatively, you might already have similar experience and are looking to take on a part time position at a small organisation that achieves things far greater than its size.

This pack contains:

- An outline of NSDF's history, mission and principles
- A job description
- A candidate profile

To apply, please submit:

- A CV and a letter, no longer than two sides of A4, outlining your reasons for applying for the role and your compatibility with the Job Description and Candidate Profile
- An Equal Opportunities monitoring form which can be found [here](#) (this information will **not** be made available to the selection/interview panel. The information supplied will form part of a confidential statistical record/database which may be used for monitoring NSDF's performance in respect of equal opportunities. This form complies with the requirements of the Data Protection Act and General Protection Regulation (GDPR) 2018.)

You might want to know what the vision and direction of the company is, and you can contact James Phillips (Director/CEO) to chat about our plans james@nsdf.org.uk To learn more about the role itself, our current Executive Director Kim Grant will be happy to have an informal and confidential chat: kim@nsdf.org.uk

Your CV and letter should be emailed to General Manager Lizzie Melbourne lizzie@nsdf.org.uk with 'ED application' in the subject line.

The closing date for applications is **Friday 5th March by 5.00pm.**

The first round of interviews will be held **on Friday 12th March** and the second round on **Wednesday 17th March** via Zoom.

Start date ideally 1st May 2021 with paid attendance online at this year's Festival 27th March – 2nd April.

Thank you so much for your interest in this post, and NSDF.

A handwritten signature in dark ink, appearing to read 'Sarah Nicholson', is placed over a light blue rectangular background.

Sarah Nicholson
Chair, NSDF Board

ABOUT NSDF

Wherever NSDF takes place, whether it's one of our chosen cities or even fully online as we were in 2020, these are some of the elements that make up our Festival.

The best theatre created by 16-25 year olds from all over the UK is presented to an audience of young people, professionals and public. Alongside this NSDF runs around 100 workshops led by some of the most talented professionals in the industry. There are discussions, debates and masterclasses. Talent is spotted and coached and lives get changed. You get to be part of something.

- Anyone aged 16-25 years old can participate at the Festival, it doesn't matter if you are in education or not!
- We present productions selected from all the entries we see throughout the year
- We programme a range of workshops covering performance, producing, technical theatre and everything in between
- We run late night events every evening and daily discussions on the shows and on industry issues
- We have a Festival magazine called Noises Off with young people who apply for places on the editorial team
- We have a Technical Team and Management Team made up of young people who apply for places and help us produce the Festival week

Read more information about the company [here](#).

History and Alumni

The story of NSDF is one of generations of young people finding their home in the Arts. NSDF was founded in 1956 to encourage and celebrate the best and brightest student theatre that the UK had to offer. We believe it is the most effective bridge for young talent to enter the industry in the UK. The Festival has built careers, companies and life-long friendships. Our long list of alumni includes (amongst thousands of others): Mark Gatiss (actor); Marianne Elliott (director); Vicky Featherstone (director and Artistic Director, Royal Court theatre); Cyril Nri (actor); Mark Ravenhill (writer); Meera Syal CBE (actor and writer). You can see a tiny film about this [here](#).

Mission

NSDF exists to create new art, new artists and new communities.

In recent times the organisation has reorganised and renewed. It is open to all 16-25 years old. Through NSDF CREATES we are now creating work and communities from scratch. Everything we have done in the last year has been free and open to all. We hope it's an exciting time to be part of our work.

Principles

Last year we wanted to write down, as simply as we could, the Principles that underpin the work we do at NSDF. We've attached them with this pack, and they can also be read [here](#).

"NSDF gives opportunities to young champions. It's an unrivalled experience for young people who would have no 'in' to the industry. It would be no exaggeration to say this is life changing work. What works brilliantly is we work in collaboration with their leaders. It's not just outreach; it's 'in-reach' it's part of the communities that I & people like me have grown up in. We're going back in and connecting the industry. It's fundamental, it's paramount, it's beautiful".

Nima Taleghani, NSDF Associate

"It still baffles me to think how big a part NSDF has played in my life over the past three years. It is a rare and irreplaceable organisation that has supported me in taking risks, throwing out the rule book and envisaging for myself what theatre can be. I cannot stress how motivating and special it is to have that space right now when the industry's future is so uncertain. This is an organisation of people who genuinely care"

Louisa Doyle, NSDF 18, 19 & 20

"In an industry that can be notoriously closed off to outsiders, NSDF is a huge lifeline for people like me; it breaks boundaries, creates opportunities, generates self-confidence and inspires careers. When I began my journey into the arts I knew no one in the industry and had no experience of it. Today, I have both and call myself a writer because of NSDF."

Mohammed Barber, NSDF CREATES Participant

"NSDF remains one of the most accessible ways for young people to make a dent in the theatre industry. As an industry we are too closed off, too reliant on personal connections. NSDF is one of the few places this country has for young people to create new work of superb quality and it does it brilliantly."

Alan Lane, Artistic Director, Slung Low

"I had never experienced anything like it. It was during that time that I finally decided to become an actor."

Simon Russell Beale CBE, NSDF Alumni

"NSDF has been an undeniably huge springboard in our development. The contacts we made have been invaluable to us, and we became part of a whole new circle of friends that are passionate about supporting one another and seeing each other grow. The workshops, performances, discussions and over all experience is so forward thinking and inspiring. NSDF is really one of the most exciting places to be for young theatre makers"

Grace Gallagher, NSDF 19

JOB DESCRIPTION - EXECUTIVE DIRECTOR

Responsible to: NSDF's Board of Directors/Trustees of the Charity

Reporting to: NSDF's Chair

Responsible for the business and management side of the NSDF, you will be able to demonstrate clear strategic skills and an understanding and enthusiasm for NSDF's mission and ambition.

A confident and compassionate person with experience of budgeting and an understanding of how to make a small organisation with huge ambition deliver its programme of work. Collaboration, diversity, inclusion and care will underpin your thinking.

Key responsibilities:

Leadership and Planning

- Co-deliver the Business Plan for the remaining period 2021 – 2023, ensuring that objectives are met and it remains in line with the company's long-term vision
- Co-create the application and apply for Arts Council England NPO funding for the period 2023 – 2027
- Ensure effective policies and plans are in place to promote anti-racism, equal opportunity, access and diversity, environmental sustainability, that they are regularly monitored and reviewed, and, with the Director and General Manager, reflect best practice
- Promote and advocate for the work of NSDF raising the profile with key decision-makers and the public and continually seek opportunities to further the aims and interests of the organisation
- Represent NSDF at meetings, conferences, public events and other forums when required
- Ensure NSDF produces, updates and agrees with the Board all company policies including: Equal Opportunities Policy; Anti-racism Policy & Action Plan; Environmental Policy; Privacy Policy; Health and Safety Policy; Employment, Discipline and Grievance Policy; Young Person's Protection Policy and Safeguarding Handbook
- Create an environment that encourages diversity within the staff, associates, workshop artists and participants

Financial management

- With the Director and Board, set and monitor the organisational budget
- Work closely with the Board's Finance Trustee on quarterly reporting
- Work with the Board's Finance Trustee and Chair on the annual independent examination of accounts process
- Ensure the organisation is financially stable and adhering to good working practice with employment and health and safety legislation
- Deliver the financial integrity and efficiency of NSDF, developing strategies to ensure that income is maximised and costs controlled

Funding and income generation

- Drive, write and oversee all funding applications to Trusts and Foundations and asks to donors to support low cost and free events for participants going forward
- Cultivate relationships with potential funders, taking a hands-on approach at events and meetings with donors
- Ensure NSDF has an effective fundraising strategy that will generate revenue from public and private sources
- Oversee all funding applications to Trust and Foundations
- Build and develop productive relationships with key stakeholders, including Arts Council England, business partners, sponsors and donors, etc.

Board and Governance

- Build strong relationships with the Chair, Finance Trustee and other Board members
- Attend and report at quarterly Board meetings, ensuring members are kept fully informed of all business relating to NSDF, and working to ensure that all activities fit NSDF's policies and agreed strategy
- Ensure compliance with all legal obligations and requirements including submitting Companies' Act, Charity Law, Insurance, Health & Safety, Employment Law, Data Protection
- Ensure that the duties of the Company Secretary are fulfilled including submitting relevant paperwork to Companies House and the Charities Commission
- Maintain NSDF's Risk Register

CANDIDATE PROFILE

Essential

- An enthusiasm for NSDF's future and vision
- Successful fundraising experience and enthusiasm for fundraising
- Experience of financial responsibility including managing budgets
- A personal commitment to working towards creating a more inclusive, diverse and accessible industry
- An ability to stay calm under pressure
- Experience of writing funding reports
- Experience of supporting an artistic vision alongside financial commitments

Desirable

- A passion for working with young people
- Experience of using/preparing management accounts and statutory accounts
- Knowledge of a range of theatre practices from live art to new writing
- Experience working with young people
- Experience of working in partnership with Arts Council England
- Experience of managing people

CONTRACT

Contract type: Part-time: average 2 days per week including full-time attendance at the annual Festival week. Office hours.

Salary: £33,000 - £37,000 pro rata

Annual holiday: 20 days and 8 bank holidays pro rata

Handover period/ start date: To be mutually agreed – ideally 1st May with some availability to attend the Festival online 27th March – 2nd April 2021.

If you are interested in this position but feel it could be a big step up for you, we would still be interested in hearing from you as we are prepared to provide support and training to the right candidate.

NSDF is an equal opportunities employer. We welcome applications from all sections of the community, and we encourage people with different experiences, skills and backgrounds to join us and influence our future.

NSDF is an Arts Council England National Portfolio Organisation.