



DIRECTOR, MATERNITY COVER RECRUITMENT PACK



**PIONEERING
POTENTIAL**

Registered Charity No: 1140032

WWW.PEDESTRIAN.INFO



DIRECTOR APPLICATION PACK

Pedestrian are looking for an enthusiastic Interim Director to develop and lead our ambitious team for a 9-12 month maternity fixed term contract, with the possibility of extension. Ideally starting in December 2022 for handover, minimum contract to run until August 2023.

You will be part of a team of skilled people who are passionate about supporting the valuable work Pedestrian does in transforming the lives of disadvantaged young people. As we approach our 25th anniversary and implement our new business plan, you will have a critical role to play.

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PART ONE: BACKGROUND AND CONTEXT

Pedestrian is a leading arts organisation specialising in music and arts education based in the heart of Leicester's bustling city centre. Since 1998, we have built a strong track record of delivering high quality creative sessions that have seen us complete over 14,000 workshops.

We provide education, training and outreach projects for young people at risk, vulnerable adults and communities in Leicester, Leicestershire and across the Midlands. Our participants are often socially excluded, not in education, employment or training (NEET) or experiencing disadvantage.

We believe that with the right levels of support and timely intervention everyone can achieve their goals, we call this 'Pioneering Potential'. Our programme of work embeds proven mechanisms that develop confidence, emotional resilience and increase self-esteem. This in turn leads to success in a variety of forms including employment, job creation and education progression.

Our skill set is informed by our core studio staff team and diverse delivery team, experts in their fields with a passion for creating meaningful learning experiences for others. We value the creative industries and the talented professionals within them, championing a learning and development culture for our staff congruent to the learning and development experienced by our participants.



OUR PROGRAMME CONSISTS OF THREE MAIN AREAS:

1) Early intervention and outreach

Programmes that aim to invest in the potential of those experiencing barriers such as isolation caused by geographical or economical factors, or those at risk of criminalisation or other harmful/risky practices.

2) Alternative Education Provision

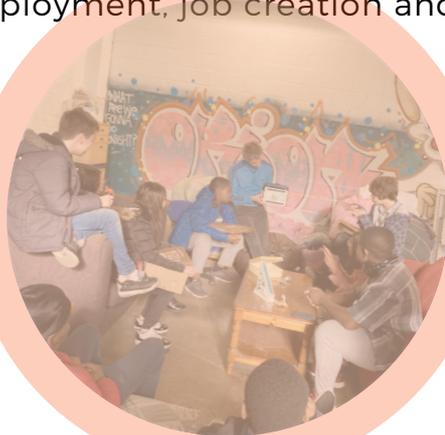
Programmes that aim to support those struggling or who have struggled in mainstream education to achieve their goals. Utilising mentoring principles to develop the whole person, alongside a framework of recognised accreditation that is appropriate to the level, needs and interest of the learner.

3) Progression and training

Supporting young people and adults to progress into the next phase of their education/training, including programmes that seek to train emerging practitioners and practising professionals.

Pedestrian currently offer qualifications through NCFE (including qualifications recognised under progress 8) and all levels of Arts Award. It is our aim to continue to offer qualifications which deliver the best possible outcomes for those undertaking them, in terms of appropriateness of content and requirements, but also in terms of value in securing suitable progression opportunities.

Our programmes and courses embed proven mechanisms that develop confidence, emotional resilience and increase self-esteem. This in turn leads to success in a variety of forms including employment, job creation and education progression.



OUR HISTORY

Pedestrian was conceived in late 1997 as a vehicle for providing training to 11-24 year olds in the creation of music using vinyl records and turntables, or Turntablism.

In 1998 the organisation was formally constituted as a not-for-profit. A successful Awards for all grant enabled the establishment of premises in Northampton, seeing over 150 11-24 year olds pass through its doors in its first year.

From 1999 to 2004 the organisation continued to grow and began developing consultancy services to local councils and youth organisations. Pedestrian developed a pool of regional coordinators and tutors and began introducing web and graphic design, event promotion, break dancing, graffiti, skateboarding, BMX and basketball into its delivery. Pedestrian became part of the Kettering and Corby Youth Music Action zone, securing funds from the National Foundation for Youth Music, which helped to further develop Pedestrian's influence in regional provision for young people experiencing disadvantage.

In 2004 The Tutoritool™; The world's first interactive turntablism tutorial vinyl tool, was conceived and produced by Pedestrian. The product was created in order to teach and inspire the next generation of artists and turntablists, and evolved through 3 versions in its history, achieving international recognition.

In 2007 Pedestrian launched into a new phase in its history, becoming a charity registered in England and Wales, having firmly cemented its roots in the East Midlands with a base in the heart of Leicester's Cultural Quarter.

2008 to 2013 saw Pedestrian developing its offer of Alternative Education Provision (AEP) for young people aged 14-16 at risk of exclusion from mainstream education. A programme of Level 1 and Level 2 accredited programmes was established with the OCNWMR (Open College Network West Midlands) awarding body. Pedestrian's delivery widened to encompass multiple artforms with a core focus of Pioneering Potential in all those we engage.

2013 to 2018 saw huge changes in the shape of the charity, expanding capacity through a widened staff team, expanding programmes including the breadth of courses offered through AEP and qualifications accredited via NCFE (Northern Council for Further Education), and deepening the impact made in wide-ranging communities of need, thanks to an ever growing list of supporters, partners, tutors and funders. The energy and innovation of our early beginnings flows through all we do and we continue to respond swiftly to needs identified. We take pride in training generation after generation of arts practitioners and educators to take our values forward.

Since 2019, we have continued to work with different communities providing creative opportunities to engage in the arts and education. We have also established ourselves nationally as providing authentic experiences for young people to learn about careers in music and the creative sector through our Perfect Score conference which brought music industry partners and young people together for the first time. In 2020, we appointed a new Director who has been working towards creating our new business plan from 2022-2025.

PART TWO: JOB DESCRIPTION AND PERSON SPECIFICATION

Director, Maternity Cover: Job Description

Responsible to: Board of Trustees with line management provided by the Chair.

Contract type: Part-time (0.8FTE) 9-12 months Fixed Term with the possibility of extension

Salary Scale: 35k-£37k per annum (pro-rotta)

Location: Leicester (office-based in Leicester city centre)

Hours: 30 hours per week

Working Days: Monday-Friday between the hours of 8am and 6.30pm,

The Director is responsible for the execution of Pedestrian's operational business plan. The role entails being responsible for the core staff team of five including the senior management team and involves the allocation of human, financial and material resources to ensure that services are delivered effectively and consistently.

Key objectives:

- To provide strong leadership, direction and management in line with Pedestrian's charitable values, mission and creative strategy.
- To represent Pedestrian and its work effectively to external audiences and stakeholders.
- Create Business Development opportunities to acquire new business and sustain income.
- Identify and mitigate risks that would impact on the continued operation of the business.
- To line manage and support staff to ensure the achievement of key performance indicators.
- Manage operational and project budgets.
- Ensure effective and transparent communication to the board of trustees.
- To be responsible for all HR, Health & Safety and Buildings compliance.
- To deliver meaningful, memorable learning outcomes that have the potential to change our young people's lives

Responsibilities include:

Business Planning and Development

- Develop and oversee bid proposals and submit to funding bodies, grant schemes and trusts in order to acquire new business and sustain income.
- Develop networks, partnerships and consortia to maximise new business opportunities and maintain current key relationships.
- Develop income diversification strategies in line with our current Fundraising strategy
- Support the Alternative Education provision team to ensure the awarding body's requirements are adhered to
- Develop and support staff and board with implementation of the marketing plan.

Business Operations

- Implement and develop operational business plan, drawn from the Strategic Plan. Help develop the strategic aims, objectives and targets of Pedestrian.
- Assure and verify Alternative Education Provision in line with quality standards prescribed by awarding bodies and funding providers.
- Recruit and secure staff, tutors and volunteers such that all human resources are in place to deliver and sustain Pedestrian's services.
- Act as a source of inspiration, motivation and guidance for staff and volunteers. This includes establishing progression opportunities, setting annual objectives and offering regular support.
- Financial management, ensuring budgets are adhered to and the charity is financially sound.

Governance

- Ensure that all Pedestrian's services are delivered in line with current legislation regarding Child Protection, Safeguarding and Equality and Diversity.
- Ensure that all of Pedestrian's premises provide safe learning environments and shared public spaces for all stakeholders and visitors and are regularly inspected to ensure adherence to Health and Safety legislation.
- Ensure the secure holding, management and monitoring of data such that project, financial and management reports can be consistently and accurately generated.
- Manage the Pedestrian Risk Management process such that all risks are mitigated and/or escalated to the Trustees if required.
- Deliver performance reports to board meetings for approval each quarter.
- Maintain a positive working relationship with the Board.

General

- At all times, promote and develop Pedestrian's charitable aims.
- Perform any other duties which may be reasonably required from time to time and which are commensurate with the post.
- Understanding and knowledge of Safeguarding (will need to under-go an Enhanced DBS check and annual Safeguarding training)
- Take on the role of Deputy Designated Safeguarding Lead (DDSL) to support the Safeguarding team



PERSON SPECIFICATION

About You

You will be resilient and motivated; your positive attitude will allow room for growth and change, whilst invigorating and inspiring fellow colleagues; your leadership and interpersonal skills will influence and widen networks, whilst your ability to think strategically and your financial acumen will diversify income generation.

Highly skilled in written and verbal communication, you will have demonstrable experience delivering on fundraising targets, shaping operational delivery and making sound financial decisions, whilst mitigating risk.

We are looking for someone who understands the challenges and complexities of working in the third sector, with track record of working at a senior level within an organisation of a similar size and structure. This could be a stepping stone and development for the right person.

Knowledge and Experience

Essential

- Senior management experience in the private, public or voluntary sector.
- Direct involvement in the development of strategy, business plans and organisational policies.
- Sound financial knowledge, including experience of managing and controlling budgets/resources/funding/audit and an understanding of financial management procedures.
- Direct experience of working with funding/commissioning organisations and understanding of funders requirements
- Experience of staff management, including personal development and objective setting.
- Experience of marketing and promoting an organisation to increase awareness and support.
- Networking and relationship building.
- Understanding and knowledge of Safeguarding

Desirable

- Experience of working with and managing volunteers.
- Experience in working with, and implementing, quality systems to ensure high quality services are delivered.
- Connection to arts, culture and creative activity in the region
- Understanding of alternative education provisions and knowledge of the education sector
- Experience of working with and reporting to a Board of Trustees.
- Experience overseeing or implementing a company's data protection strategy to ensure compliance with GDPR requirements.

Skills, Abilities and Competencies

Essential

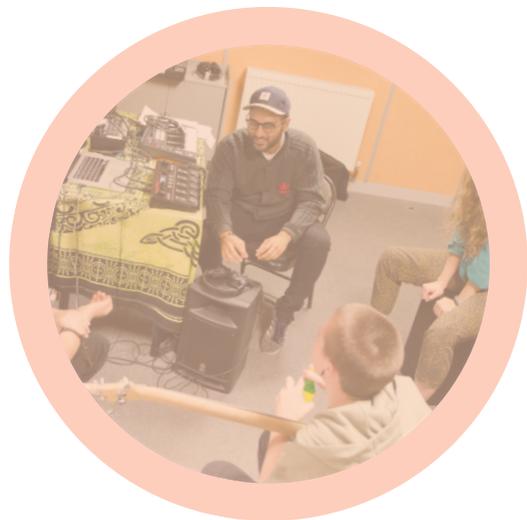
- Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the organisation are achieved.
- The ability to work in a self-directed manner, and as part of a team, including the ability to develop and build good working relationships with all stakeholders and partners.
- Excellent organisational, written and verbal communication skills.
- Ability to clearly articulate the core purpose of the organisation to stakeholders, funders, staff and volunteers.
- Ability to work under pressure, managing competing priorities, and ensuring deadlines are met.
- Excellent organisational, administrative and time-management skills.
- Business development/bid writing skills to increase revenue.
- Computer literacy in dealing with standard MS Office packages and familiar using Apple Macs

Desirable

- Level 4 internal quality assurance qualification or equivalent.



HOW TO APPLY



HOW TO APPLY

Application Process

If you're interested in joining our team, please submit your CV and a short covering letter/ video, stating why you wish to be considered for the role by email to recruitment@pedestrian.info

We are really interested to know a little about yourself and why you want to be involved with the valuable work Pedestrian do. We are especially interested to understand how you meet the essential skills, knowledge and experience required for the role. We encourage candidates who haven't had any direct experience in an area to highlight the relevant transferable skills that they have.

If you have any questions at all about the role or any part of the application process, please contact our Chair Zuli Stannard at chair@pedestrian.info

The application process itself will consist of an interview with the current Director, Education Development Manager and a board member, at a venue in Leicester City Centre. This will involve a task that you will need to prepare for prior to the interview; the details of which will be shared at the interview shortlisting stage.

Pedestrian value diversity and enabling inclusion; therefore we welcome applications from suitably skilled candidates from all backgrounds.

If you consider yourself to have a disability or have any additional needs, please let us know so that we can make any arrangements that may be necessary for you to attend interview.

Please note, the recruitment of this role will adhere to our Safer Recruitment Policy which includes checking of gaps of employment, completion of a criminal record declaration form, if successful then two references will be needed and contacted and under-go an Enhanced DBS check.

We will endeavour to respond to all applications as soon as we are able.

Deadline for applications: Friday 30th September 2022, 5pm
Interviews provisionally held: W/b Monday 10th October 2022

(potentially Tuesday 11th October and/or Thursday 13th October 2022)