

Job Title:	Chief Executive
Responsible To:	Trinity Theatre Board of Trustees
Hours:	24 hours p/week (0.6FTE)
Salary:	£50,000 FTE

Who you are

Trinity is looking for a strong, experienced leader, with a passion for the arts and their local community, to lead Trinity at this exciting time.

As the senior executive, you will be responsible for all that takes place at Trinity and under its brand. You will lead the team and provide a strong management presence to enable activities to flourish in a positive environment.

You will run the organisation, allowing departments to deliver the operational activity effectively, whilst keeping the team informed as required, ensuring a single sense of purpose for the benefit of all who interact with the organisation.

Who we are

Based in a Grade II* Listed ex-church, Trinity Theatre is a unique and welcoming venue and a charity that aims to use the arts for the personal and creative benefit of the local area.

We host a busy programme of events, offering a mix of theatre, live music, cinema and community events. We have a strong Creative Engagement offering featuring a wide range of artistic opportunities to the public as well as the incredibly busy and talented Trinity Youth Theatre.

Our values sit at the core of what we do and are embraced by our staff team, volunteers and board. They are to be:

- An **INCLUSIVE** charity that welcomes and encourages anyone to engage with Trinity and the arts.
- A charity that strives for **QUALITY**, to achieve the very best we can, in everything we do.
- A **NURTURING** charity that supports, develops and cares for its staff, volunteers, partners and audiences.
- A charity that fosters **JOY**, in what we do and the people we do it with.

This is a truly exciting time for Trinity; we have just launched our new brand and will be soon following this up with a new website. This summer will see the opening of our Clocktower – a transformational project funded by the National Heritage Lottery Fund.

Trinity is a force for good in Tunbridge Wells, providing wonderful live entertainment and building social cohesion, changing lives for the better.

Responsibilities

The Chief Executive's responsibility is to lead, implement, and strategically develop Trinity Theatre and Arts Centre's vision and activities across artistic programs, funding, development, administration, marketing, finance, and management.

Key Responsibilities:

- Enhance Trinity's profile in local and regional networks.
- Promote public engagement in high-quality cultural experiences.
- Inspire confidence in staff, volunteers, partners, and the community as a visible leader.

General Management:

- Lead the Trinity Senior Leadership, staff team and volunteers to achieve the mission.
- Manage board relationships, including organizing AGM, committees, reporting, and attending meetings.
- Ensure legal, statutory, and regulatory compliance.
- Oversee all departments delivering first-class customer service and operational management.
- Regularly assess the organisation's financial and operational performance.
- Monitor external risks and changes affecting the organisation.
- Track key performance indicators and community impact.
- Oversee the trading arm and café

Finance:

- Prepare a strategic business plan and annual budget for board approval.
- Operate within the budget, monitor the financial position, and report any issues or variances to the board promptly.
- Oversee and take responsibility for Trinity's finance operations
- Ensure sustainable income from donations and grants.

Artistic:

- Oversee the programme of professional entertainment, including theatre, music, comedy, variety, dance, and children's shows.
- Oversee the seasonal cinema programmes, including feature films and live-content streaming.
- Oversee the venue diary to avoid event clashes and ensure deliverability by technical and other departments.

Advocacy:

- Build relationships with external stakeholders, including politicians and local representatives, to advance the organisation's aims.
- Represent Trinity at external events and publicity opportunities.
- Represent the organisation to the media and give interviews as needed.
- Engage with volunteers to ensure alignment with Trinity's aims and host regular public meetings with them.
- Keep members informed of Trinity's activities and host regular meetings with Trinity Ambassadors.
- Be responsible for a positive relationship with all of Trinity's Corporate partners and supporters

Marketing:

- Oversee strategic and operational marketing activities for the organisation.

Relevant Experience

Essential:

- Minimum of 5 years of professional management experience.
- Passion for live arts, cinema, and cultural engagement.
- Passion for local, community-centered work.
- Inclusive leadership style with proven ability to inspire and develop staff.
- Experience in leading an organization and setting strategic goals.
- High numeracy for budgeting and overseeing finances.
- Strong organizational skills, ability to meet deadlines under pressure.
- Excellent communication, networking, and relationship-building skills.
- Willingness to travel and work out-of-hours.
- Commitment to equality, accessibility, and cultural diversity.

Desirable:

- Experience managing a charity.
- High literacy for writing leadership pieces and promotional materials.
- Knowledge of Tunbridge Wells' cultural heritage.
- Experience working with a Board.
- Proven fundraising track record.
- Knowledge of national arts policies and trends.
- Understanding of Arts Council England's requirements.
- Established network of relevant contacts.

Other Information

Holiday

Our FTE holiday allowance is 32 days a year including eight bank holidays. As this role is 0.6 FTE the annual holiday entitlement will be 19.2.

Pensions

Trinity provides statutory pension support after qualifying period if employee signs up to scheme. We will contribute 3% alongside minimum employee contribution of 5%.

Probation

The probation period will be six months for both parties.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Trinity policies. It is not used during the short-listing process. Any information will be kept on file for a max of 12 months and then destroyed.

Equal Opportunities

Trinity Theatre values and promotes diversity and is committed to equality and opportunity for all. No job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. If any candidates have any concerns about the specifics of the recruitment process, they should make contact to discuss any potential adjustments.

Appointments

In line with the Trinity's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Trinity will not discriminate unfairly against any convictions or other information revealed.

Appointments are made subject to references and proof of eligibility to work in UK.

How to Apply

To apply, please return a CV and covering letter / email to the address or email below: -

- Trinity Theatre, Church Road, Tunbridge Wells, Kent TN1 1JP
- hr@trinitytheatre.net

The closing date is midday on Friday 2nd August, with interviews shortly afterwards.