

Work at  
**Eden Court**

**HEAD OF  
STRATEGIC  
DEVELOPMENT +  
PARTNERSHIPS**



## Like to join our team?

Eden Court is well known as the biggest entertainment venue in the Highlands but it is also a registered charity and provides the largest creative learning programme in the UK.

**300,000**

people come through Eden Court Theatre and Cinema's doors each year

**90%**

of all Highland residents have been to Eden Court

**£6m**

Eden Court's annual input to the economy

**100,000**

take part in Eden Court's activities for children, young people and the community

**70,000**

see movies at Eden Court Cinema each year



Eden Court Highlands (trading as Eden Court) is a company registered in Scotland (company number SC63216) and a charity registered with the Office of the Scottish Charity Regulator (registered number SC008237).

The company's registered office is at Eden Court, Bishop's Road, Inverness, IV3 5SA.





# Our Programme

## Theatre

**Everything from big-name stars to intimate gigs.**

Eden Court Theatre is the cultural heart of the Highlands, hosting live performances of all art forms, attracting both international performers and local acts.

We attract a huge variety of talent, with over 400 performances of 250 different shows each year, mainly down to our programming experience and knowledge of Highland audiences.

We exist to serve the people of the Highlands and visitors to the area by giving them access to an incredibly wide range of arts and cultural experiences.

Each year over 160,000 people agree.

## Cinema

**1,900 hand-picked screenings per year.**

70,000 people come to Eden Court's two cinemas each year to see a huge variety celluloid content.

The carefully curated programme of films includes the best in world and independent films, sitting alongside carefully chosen mainstream offerings.

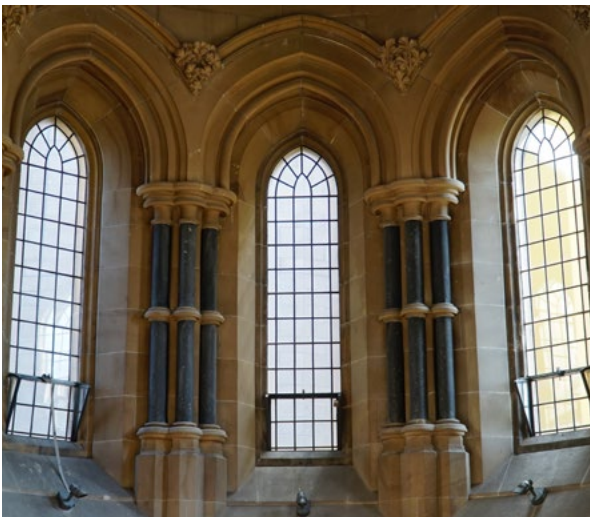
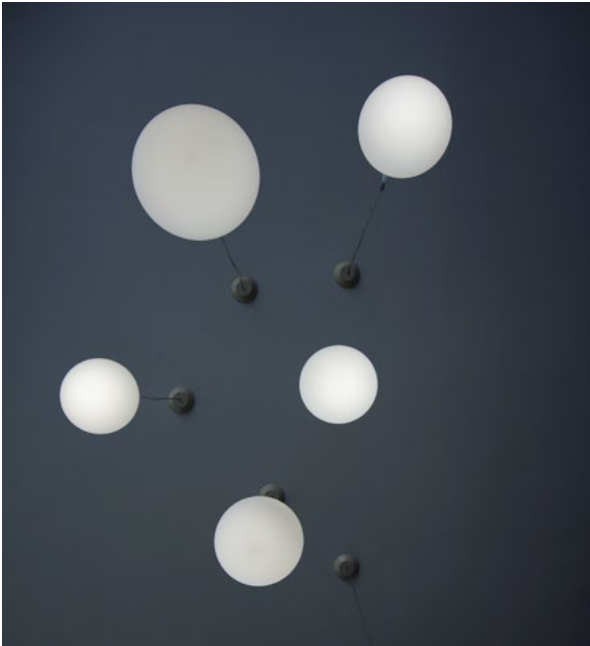
The modern cinemas often host directors' talks and are the only cinemas in the north equipped with 35mm capacity.

The annual Inverness Film Festival celebrates films from across the globe as well as Scotland during the five day event at Eden Court.

## Engagement

**Eden Court's Engagement programme is a huge success story.**

The team run over 60 classes a week at Eden Court and uniquely offer nationally recognised qualifications in Dance and Drama for young people unable to access this learning in Highland Schools. We deliver large-scale community events, make work for family audiences and across the geographically challenging Highland region our Youth Theatres provide opportunities for young people to engage with the performing arts.



## Visual Art

Our three galleries work with artists to present a varied programme of exhibitions. Showcasing the work of both established artists and investing in the next generation of talent.

## A Socialising Hub

**Eden Court attracts people from all over the world to its riverside setting.**

Our busy bars, restaurant and cafe are great places to meet, with Eden Court Lates attracting a loyal following to free monthly events in the bar.

Eden Court's unique location makes us the departure point of choice for drivers taking on the North Coast 500, ensuring we have plenty of colour in the car park, too.

## Great Spaces

**A much-loved venue at the heart of the Highlands.**

Eden Court has two theatres, two cinemas, two studios, galleries, bars and a restaurant. All have state-of-the-art facilities to suit access needs.

A venue for major events, Eden Court has hosted political conferences for SNP and Liberal Democrats, craft, wedding and Christmas fairs and the popular XpoNorth, Scotland's leading creative industries festival.

## VACANCY

# Head of Strategic Development + Partnerships

A passionate believer in the power of the performing arts to change lives, and improve communities, you will be results driven, tenacious and committed to helping Eden Court grow and develop.

## Candidate Specification

We do not expect a candidate to have experience of all the areas listed below, but preference will be given to candidates who can demonstrate experience in a number of the areas.

### QUALIFICATIONS / EXPERIENCE/ KNOWLEDGE / PERSONAL SKILLS

#### ESSENTIAL

- At least five years' experience working in a senior role within the cultural sector
- Demonstrable experience, and success, working in a strategic role with local authorities and the public sector
- Demonstrable experience in government relations (local and national)
- Demonstrable experience managing projects with multiple stakeholders
- Approachable, inquisitive, reflective and inclusive in manner
- Future focused whilst respecting corporate history and corporate memory

#### DESIRABLE

- Demonstrable experience in delivering organisational change
- Demonstrable experience working on capital projects
- A keen, demonstrable interest, in how public buildings work and best serve the needs of communities



## Position Details

This new senior leadership team role will be responsible for managing and growing Eden Court's strategic relationships with local and national government, infrastructure bodies and the community we serve. The successful candidate will be an exceptional communicator.

### STAKEHOLDER ENGAGEMENT

- Highland Council: This role, with the CEO, will be responsible for building key relationships with local authority colleagues, and elected members, to help further all of Eden Court's strategic ambitions.
- Creative Scotland: This role, with the CEO, will be responsible for building key relationships with Creative Scotland colleagues to help further all of Eden Court's strategic ambitions.
- Scottish Government: This role, with the CEO, will be responsible for building key relationships with Scottish Government civil servant colleagues, and MSPs, to help further all of Eden Court's strategic ambitions.
- Highlands and Islands Enterprise: This role, with the CEO, will be responsible for building key relationships with Highlands and Islands Enterprise colleagues to help further all of Eden Court's strategic ambitions.
- Hall for Cornwall: Eden Court is soon to sign a Memorandum of Understanding between itself and Hall for Cornwall that recognises the similarities between our two organisations. This role will be responsible for building and developing this relationship.

### CAPITAL

- Manage the day-to-day relationship with Charcoal Blue (Theatre Consultants)
- Manage the day-to-day relationship with Page\Park (Architects)
- Manage the day-to-day relationship with Historic Environment Scotland
- Oversee the work/visits of key consultants delivering on the project
- Manage any public procurement

- Develop a public consultation strategy
- Deliver the public consultation and evaluate and share its findings
- Explore how the project is publicly perceived for all of Highland
- Lead market testing exercises to demonstrate need for an evolved Eden Court
- With consultants deliver economic impact assessments of an evolved Eden Court
- In partnership with the Highland Council, Highlife Highland and the Creative Director of the Inverness Castle Project ensure Eden Court's plans are integrated in to future strategic infrastructure ambitions of the city for Inverness

### ORGANISATIONAL CHANGE

- Business Planning (with the CEO and the senior leadership team) to develop a business plan for Eden Court; monitoring of its ambitions, successful articulation of values & KPIs & their associates monitoring)
- Act as a critical friend to the CEO and other senior leaders
- Eden Court is an artist and audience focused organisation that takes these two groups into account when making decisions. Eden Court also wants to embed the views, voices and perspectives of these two groups into the life of the organisation. This role will be responsible for developing methods to achieve this
- Work with the Head of Engagement, Engagement team colleagues, children, young people and the community to develop a new strategy for how Eden Court engages with, and works with people across all of the Highland region

### ORGANISATIONAL CHANGE (continued)

- Working with the Head of HR & the Marketing Officer, Engagement and Corporate Communications reflect how information flows across the business to ensure all colleagues (Full-time, part-time and casual), and all stakeholders, are appropriately updated and informed of business at Eden Court
- Work with the Improbable Open Space report to agree a strategy for implementing key ideas

### CORPORATE

- Coordinator of Board Committees and committee business (Currently: Audit and Finance; Education & Health and Safety but there are proposals to change these to Artistic; Patrons; Corporate Services, Audit & Risk)
- With the Head of Finance & IT manage corporate risk management
- Internal Advocate for EDI
- Internal Advocate for Environmental Policies
- Benchmarking a number of outcomes, work and successes against other arts and cultural organisations
- Implement robust internal evaluation procedures for projects and business plan objectives that consider the views of self, peer, public.

### GENERAL

As a member of Eden Court staff you will be required to uphold key policies including Equal Opportunities, Customer Care, Health & Safety and Safeguarding Policies. You will also be expected to take your share of responsibility in the ongoing improvement of these policies and for contributing to the overall profile and reputation of Eden Court.

# Important Information

- For an informal discussion with the Chief Executive, please contact Louise Alexander on 01463 732 657 or email: [laalexander@eden-court.co.uk](mailto:laalexander@eden-court.co.uk)
- Full time – 37.5 hours, however candidates looking to work no more than four days per week would be considered
- Salary: £32,000 - £42,000
- Relocation support may be made available in the form of a financial contribution and this is subject to qualifying criteria
- Holidays: 28 days with 6 public holidays
- Workplace pension scheme
- Applications should be received by Tuesday 17<sup>th</sup> September 2019, 12:00 noon
- Interviews will be held on Thursday 19<sup>th</sup> September 2019

## How to Apply

If you think this is the job for you please send us your CV and a covering letter of no more than two sides of A4 outlining your career history to date, skills and experience that make you the right candidate for the role.

Please also complete the equal opportunities monitoring form and return this to us with your CV and covering letter.

You can send your application to us by email or post. Please mark the envelope/subject field 'Head of Strategic Development & Partnerships':

Human Resources Department

Eden Court

Bishops Road

Inverness, IV3 5SA

Email your application to us at [jobs@eden-court.co.uk](mailto:jobs@eden-court.co.uk)