

Recruitment Details

**DIRECTOR**

October 2022

Traditional Arts and Culture Scotland (TRACS) seeks a new Director with extensive experience of traditional arts, and their place and development in contemporary society. The Director is the chief executive of TRACS leading on strategy, funding and programme. A clear understanding is required of the current traditional arts communities in Scotland, along with a broad vision on how partnerships within the traditional arts and between the sector and other interests can be supported and grown. The Director is expected to be a sector leader in advocacy and programmes that will deliver the best benefits for the creative practitioners and for people across Scotland. The Director will need to demonstrate a secure grounding in traditional music, with some knowledge and experience of the other artforms. The Director will ensure that TRACS is seen as a national body, representing all traditional arts interests across Scotland.

**Traditional Arts and Culture Scotland**

The purpose of TRACS is to foster communities of place and interest, by drawing creatively on the intangible cultural heritage of the traditional arts. To develop, sustain, support and maximise the potential of Scotland’s traditional arts TRACS supports three artform forums – music, dance and storytelling - to improve the knowledge, practice, development and advocacy of traditional arts in the contemporary world, a creative resource accessible to all. Currently TRACS is also exploring the contribution of traditional crafts makers.

**Context**

Traditional Arts and Culture Scotland (TRACS) has been in existence for ten years. It was formed by an alliance of musicians, storytellers and dancers, represented through three formally constituted national networks: Traditional Music Forum, Traditional Dance Forum of Scotland, and the Scottish Storytelling Forum. These three networks continue as the constituting members of TRACS. Through this structure TRACS works collaboratively with traditional arts organisations large and small, voluntary and professional, those in membership of a TRACS Forum, and those who do not describe themselves as traditional arts organisations, but which wish to maintain contact with the sector.

Since its inception, the Director/CEO role has been delivered through two part-time posts by David Francis and Donald Smith. Both will step back in 2023, though continuing to support the work of the Traditional Music and Storytelling Forums respectively. They will be available to support the transition as helpful or required. The TRACS Board and Forums are looking to appoint a successor who will continue with the agenda of the current programme, provide effective leadership in developing new plans, ensure that partnerships are developed successfully, and develop strategies for TRACS’s future development, which requires working with a range of funding bodies, particularly Creative Scotland.

TRACS has recently undertaken a comprehensive review of activities and has prepared a development plan for 2022-27. The implementation of this plan will depend on successful negotiation of funding with partners. Alignment of the plan with the agendas of the Forums and with Government was a priority of the Board and negotiations with funders are expected to have begun before the new Director takes up office. Core funding for the organisation and its forums comes primarily through Creative Scotland’s Regularly Funded Organisations programme.

TRACS’ governing principles are rooted in the UNESCO definition of culture and the conventions on cultural diversity, artistic education, minority languages, and Intangible Cultural Heritage. We are also committed to the UN Declaration of Human Rights and the Convention on the Rights of the Child. Our collective and creative processes respect persons and organisations, irrespective of ethnicity, race, religious belief, gender, sex, age, sexual orientation, physical capacity or learning ability. TRACS is a Scottish Charitable Incorporated Organisation (SCIO) governed by a Board of Trustees.

**TRACS DEVELOPMENT PLAN**

In 2021, during the Covid lockdown TRACS convened a short- life working group to review its strategy and development. The findings were presented live and online at Newbattle Abbey College, enabling open discussion across the traditional arts community and within TRACS. The outcome of this process is the [Development Plan 2022-27](https://tracscotland.org/wp-content/uploads/2022/10/TRACS-PLAN-2022-2027.pdf).

**VISION**

Community cultural development in Scotland through the medium of the traditional arts

**AIMS**

* To connect community, local history, folklore and creativity, drawing on the intangible cultural heritage of the traditional arts
* To develop, sustain, support and maximise the potential of Scotland’s traditional arts as a resource for Scotland’s communities, so making Scotland’s traditional arts a diverse, and inclusive resource for all those who live in Scotland.

**OBJECTIVES**

1. To initiate and support creative projects in Scotland’s communities using the medium of traditional arts

To support the development of traditional arts in Scotland

1. By widening the knowledge of them
2. By encouraging their practice
3. By making them accessible to every community in Scotland
4. By advocacy for them
5. By fostering sustainability in all aspects of TRACS’s work, especially through support for the networks of traditional arts practice

**TRACS STRUCTURE AND GOVERNANCE**

TRACS is a membership organisation with three members: Traditional Music Forum, Traditional Dance Forum of Scotland, Scottish Storytelling Forum. TRACS has an independent Board which includes people nominated through the three Forums to take an informed and independent view of the activities, management, values and outcomes of TRACS. The Board can have up to 12 members, including a Chair, Secretary and Treasurer.

All TRACS staff are line managed by the Director. These include a Marketing and Communications Manager, a Place and Languages Development Officer, and a part-time Funding and Administration Officer. The Director also provides support to staff employed by TRACS to assist the work of the three Forum Boards. The management of these staff is shared with those Boards. Staff development is a TRACS wide priority, ensuring that team members can act both in response to forum needs and in accordance with TRACS priorities and funder requirements.

The Director has a critical role in maintaining good internal communications, underpinning effective working across the TRACS team and between the Boards of TRACS and the forums. In this second role, the Chair plays a key part, bringing together the forum chairs as an informal but essential component of governance. TRACS staff, like many of its projects, are spread across Scotland with a hot desking TRACS Hive at the Scottish Storytelling Centre on Edinburgh’s Royal Mile.

TRACS has strong ties to the Scottish Storytelling Centre, where it continues to be formally based, and to the centre-based programme, as well as the Scottish International Storytelling Festival. However, further development of the buildings in Storytelling Centre’s buildings in Edinburgh’s Netherbow is planned, and it is envisaged that some of TRACS current responsibilities will transfer to the Storytelling Centre, enabling the Director to focus on the Development Plan and its Scotland-wide priorities.

**THE ROLE**

**Key Responsibilities**

The successful candidate will be able to demonstrate relevant experience to perform the following activities.

**Strategic**

To assist the Board in maintaining up-to-date strategic plans and to ensure the organisation is always working towards them

To set out a rolling work plan and to monitor and report on progress to the Board and external funders as required

To ensure the vision, aims and objectives of TRACS are fully met

Together with the Board and Forums, to review, update and develop key operational work plans and policies on a regular basis

To develop innovative projects and seek out new cultural initiatives

To develop new opportunities for partnership working and networking regionally, nationally and internationally

To ensure that TRACS reports to OSCR and other regulators in accordance with best practice

To represent and advocate for the traditional arts in the cultural sector and with public bodies

To work with the Board in the development of a risk register and risk controls

**Funding and Finance**

To ensure the organisation is administered efficiently

To oversee TRACS’s day-to-day operations and make any adjustments necessary

With the Board, Treasurer and Finance Officer, to oversee funding and finance

To secure the necessary funding to enable the organisation to function effectively

To present a balanced budget for the operation of the organisations and its programme of work

To report to the Chair and Board of TRACS regularly, including quarterly

meetings of the full Board

**HR**

To line-manage TRACS staff

To ensure adequate staffing for the annual programme of activities

To contract freelance staff, mentors, creative practitioners and others to deliver the agreed programme of work

To ensure that TRACS has an up-to-date staff manual and HR policy. This will include processes for staff development and training, and for health safety and well-being

**Additional Essential Characteristics**

* Knowledge of Scottish society and culture
* Capacity for strategic leadership
* People skills
* Ability to present a case to funders and influencers in written and spoken forms
* Financial literacy
* Attention to detail

**CONDITIONS**

Salary: £43,000

Benefits: Contributory Pension Scheme with Provider Now Pensions

Working Hours: 35 hours per week, flexibly worked. The annual holiday entitlement in any holiday year is 33 days which is inclusive of recognised public holidays.

Location: Hybrid working with office base at the Scottish Storytelling Centre

**HOW TO APPLY:**

Applications, consisting of a CV and letter of application should be sent to [tracsrecruitment@gmail.com](mailto:tracsrecruitment@gmail.com) by 5.00pm on Friday 11th November 2022

Please provide the name and contact details of two referees. They will not be contacted until after shortlisting. If you need to make your application in a different format please contact [tracsrecruitment@gmail.com](mailto:tracsrecruitment@gmail.com)

in advance of the deadline to arrange.

Further information about TRACS is available in the [About Us](file:///C:\Users\Afroemke\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\O2FC6ZE2\at%20https:\tracscotland.org\about-us\) section on the website.

Should you wish to speak to someone about your application, contact [tracsrecruitment@gmail.com](mailto:tracsrecruitment@gmail.com) in the first instance.

**PROCESS**

Applications to be received by 5.00pm on Friday 11th November.

Interviews will be held at the Scottish Storytelling Centre, Edinburgh, on Monday 5th and Tuesday 6th December 2022.

First interviews will be held through an informal conversation, with an opportunity to meet staff and Board members of Tracs and the forums. Second interviews will follow on the same day. Interviews will be in person, unless in exceptional circumstances.

The successful candidate is expected to be available from March 2023.There will be a supported handover period tailored to individual circumstances.