

A photograph of two performers on a stage. The performer on the left is wearing a yellow jacket and a patterned scarf, and the performer on the right is wearing a red jacket. They are standing in front of microphones on stands. The stage is lit with blue spotlights, and the background is dark with some smoke or haze. The floor of the stage is visible, showing a grid pattern.

HEAD OF FINANCE, RISK & IT

Head of Finance, Risk and IT

Are you a 'creative accountant'? We are looking for a top-notch accountant who enjoys theatre and the wider arts scene. Working in a vibrant creative atmosphere, you will be the person keeping TRP on track financially, and making sure we fulfil the promise of our new business plan.

You will be a qualified accountant with experience of multi-million-pound organisations. As part of our Leadership Team you will be a strategic thinker and leader. You will be an excellent communicator, willing to share knowledge and support colleagues with clarity and honesty. You will have experience of running a finance team and be confident in the IT aspects of finance systems as well as having a more general understanding of IT infrastructures and cybersecurity.

If you share our values and believe that theatre can change lives, then we want to hear from you.



Our Vision

Together with the people of Plymouth and the South West we will make waves in our ocean city, ensuring we're the most ambitious and creative community in the country.

Our Mission

We bring people together to create, make, build and present world-class theatre.

Our Values

Collaboration

Creativity

Diversity

Quality



Main purpose and scope of the role

The Head of Finance, Risk & IT is responsible for ensuring the resources of TRP are deployed effectively and efficiently to maximise our financial performance. Working with the Leadership team and Trustees (including the Audit, Finance & Operations Committee) you will provide accurate and timely information, as well as interpretation to assist decision-making across the organisation. This role also holds the Risk Register which is very much a live, working document at TRP.

TRP is a charity and a company limited by guarantee. We have a turnover of approximately £17m and about 320 people on payroll (many of whom are part-time). We have partial exemption to VAT and claim for Theatre Tax Relief each year, as appropriate. We have one trading subsidiary (Talklight Ltd) which provides catering and retail services.



Reports to

Chief Operating Officer

Responsible for

Finance team (5 roles)
IT Controller

Working alongside

The Leadership Team

Salary

Up to £60,000 per annum

Contract

Permanent

Benefits

33 days annual leave (including bank holidays), contributory pension, complimentary tickets to TRP productions and others (t&c apply)

Key Responsibilities

Principal HoD responsibilities and skills:

- Actively contribute to and collaborate with the Leadership Team to implement and drive forward our shared strategic vision working collaboratively with Leadership Team colleagues to achieve common goals and overcome challenges.
- Provide inspirational leadership and effective management within your team ensuring that they are motivated, developed and empowered to achieve excellence and that they receive regular, constructive feedback and support to continually improve.
- Ensure all systems, processes and procedures within your department are compliant with all relevant legislative and industry best practice standards and that these are understood and carried out in a manner that reflect our values.
- Champion TRP and ensure our strategic ambitions and creative projects are confidently represented within a range of internal and external forums and to facilitate and support the attendance and contribution of team members to internal TRP project groups and external networks.
- Facilitate regular two-way communication within your team ensuring that strategic objectives and operational priorities are understood and that any organisational change is clearly explained and implemented supportively and with empathy.
- Act as role model and champion of our core values and ensure that these are demonstrated positively and consistently across all areas of responsibility.

Principal tasks

- Hold financial responsibility for the work of your team: planning investment, setting budgets in line with business plan objectives, monitoring expenditure across the year, understanding and reporting variances that might arise.
- Plan and support the delivery of effective recruitment, induction, and development of new team members in line with TRP recruitment policies, particularly Inclusion and Diversity objectives, and to oversee the welcome, induction and settling in of all new team members.
- Plan team activity appropriately ensuring that time, budget, and resource is allocated fairly and consistently to support the achievement of daily tasks and agreed project work on time and within budget.
- Ensure your team receive adequate information and training and are suitably skilled and equipped to carry out their duties safely to an excellent standard.
- Set and monitor key performance indicators for the team in line with operational requirements and business plan objectives.
- Create a positive, supportive work environment for your team that provides opportunity for regular ongoing communication and feedback; supports individual and team wellbeing and creates the conditions for success.
- Build strategic relationships within our region, our industry and your area of expertise.
- Fulfil all other reasonable duties that may be requested by your line manager.

Personal Specification

Our values are at the heart of everything we say and do, and our people demonstrate these values in every aspect of their work. To be successful in this role, you should be able to demonstrate the following skills, experience, and behaviour in line with these values.

Quality:

Taking pride in achieving excellence. We take responsibility for and pride in what we do, recognising each other's good work. We set consistently high expectations and ensure that everyone has the skills to achieve excellence.

- Is accountable for own work ensuring it meets expectations and agreed standards.
- Shows energy and enthusiasm in achieving personal and team objectives.
- Works with colleagues to deliver the highest possible standards.
- Understands and delivers in line with relevant legislation, policies, procedures and instructions.
- Identifies problems and suggests solutions or escalates.
- Actively engages with training and development to improve knowledge and skills.
- Is trustworthy and discreet when dealing with confidential information.
- Excellent project management skills with strong personal administrative skills and able to assess the needs of stakeholders and support others to deliver to deadlines.

Collaboration:

Valuing each other in the way we work, communicate and spend time together: We communicate regularly with each other, listening and understanding people's needs. We value and respect the relationships we have with colleagues and partners and we celebrate shared successes.

- Is friendly and welcoming.
- Proactively seeks information to do their job well.
- Demonstrates the ability to liaise and work with a broad spectrum of people.
- Anticipates needs of others and responds accordingly.
- Actively seeks, encourages and acts upon feedback.
- Shows consideration for colleagues' welfare.
- Setting standards of quality used to giving regular feedback that drives a culture of continual improvement.

Creativity:

Being imaginative in everything we do: We use our knowledge, experience and judgement to explore doing things differently. We aim to empower everyone in the organisation to adopt a flexible, open-minded and imaginative approach.

- Listens to information and asks questions to improve knowledge.
- Is open to new ideas and ways of working and willing to try new approaches to find the best way of doing something.
- Shares ideas and makes suggestions.
- Makes decisions appropriate to role without asking for permission.
- Thinks about different options when solving a problem.
- Is self-motivated and able to use initiative to identify improvements and develop new skills, training, solutions.

Diversity:

Embracing the diversity among our people and community: We embrace and value difference and individuality treating everyone as equally important. Together we are stronger and more effective.

- Confidently welcomes and embraces people from all areas of the community/backgrounds.
- Seeks to understand others and respects views and opinions.
- Treats people fairly.
- Openly gives and receives feedback.
- Engages with Theatre Royal Plymouth's community activities and programs.

Theatre Royal Plymouth

The largest and best attended regional producing theatre in the UK

Across its three stages The Lyric, The Drum and The Lab, TRP produces and presents a wide variety of theatre, musicals, drama, ballet and opera serving a regional audience of 2.1 million people across Devon, Cornwall, Somerset and the city of Plymouth.

TRP's Production and Learning Centre, TR2, is a world-renowned centre for scenic design and construction that has been delivering sets to leading producers for over 15 years.

All production activities including set, costume and prop manufacturing are centralised and integrated with rehearsal, education, and communal spaces. TR2 is also home to TRP's engagement and learning activity. Each year we engage with communities across Plymouth and the wider region, delivering projects and workshops reaching thousands with a particular focus on engaging those who experience disadvantage or feel the arts isn't for them.

TRP employs over 300 dedicated staff including leading artists and crafts people and attracts an annual live audience of over 300,000. TRP is a registered charity, turning over £17m per annum, is proudly a National Portfolio Organisation funded by Arts Council England and receives annual revenue support from Plymouth City Council.

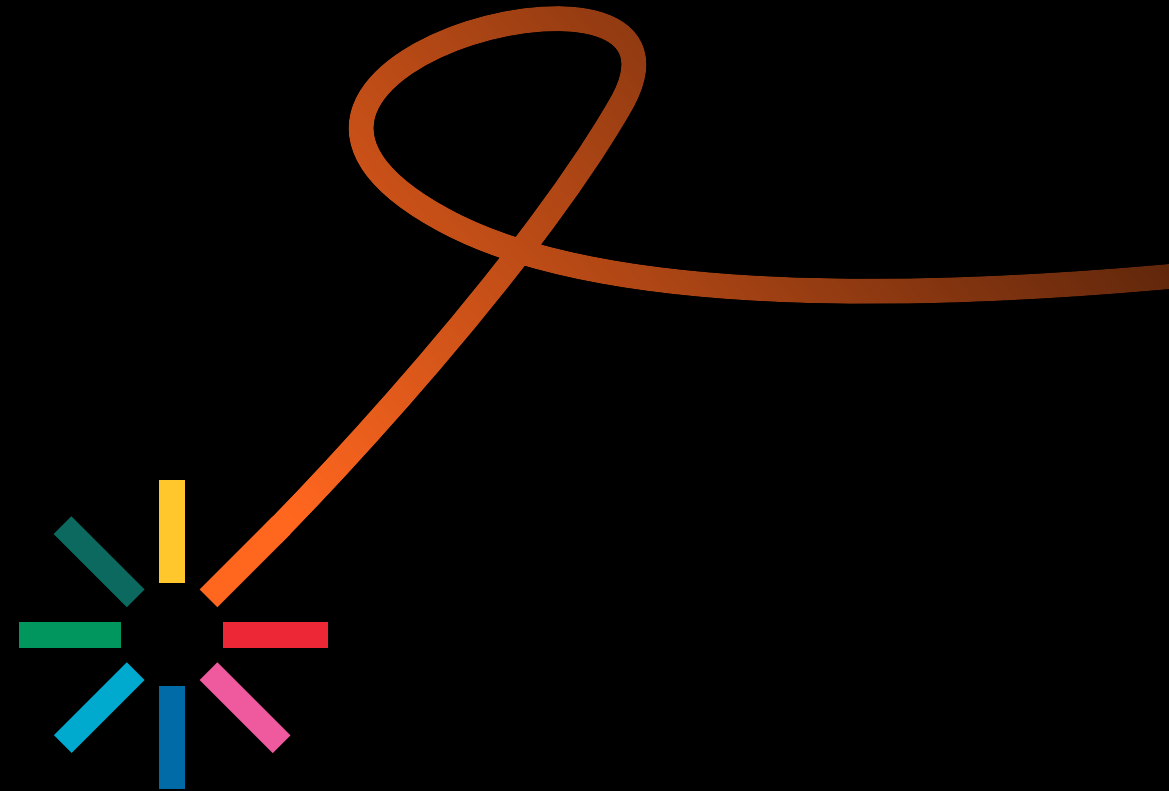
Images by Chris Baker and Steve Haywood



Creative Strategy

Our new strategy will see us working across these six strands of creativity.

-  **Theatre**
-  **Dance**
-  **Children, Young People & Families**
-  **Co-Curated & Outdoor Work**
-  **Artist Development**
-  **Scenic Design & Construction**



In early 2022, Theatre Royal Plymouth (TRP) commissioned six industry professionals to lead an independent review into TRP's creative leadership. You can read more about the process we went through, and read the [Key Findings document](#).



Theatre

We provide theatre from the most innovative and challenging to the most popular.

As the South West's principal centre for performing arts, we present a year-round programme of world-class and distinctive productions on all scales. We present, and are ambitious to produce, a broad range of work, on all scales, in our building, and outside across our city and region. We have three performance spaces: The Lyric (1,300), The Drum (175) and The Lab (50).



Image Steve Tanner

Dance

Theatre Royal Plymouth has presented dance for 40 years.

We have long-term strategic relationships with Matthew Bourne's New Adventures, Birmingham Royal Ballet, Rambert and Dance Consortium, which present large-scale dance from across the world. Our dance audiences are loyal and we are excited about growing and diversifying our dance programme across all our venues.



Children, Young People and Families

We want to be recognised as industry leaders in how the next generation of artists and audiences are valued and recognised in creative organisations like TRP. As a registered charity we provide art, education, and community engagement throughout Plymouth and the wider region. We engage and inspire our many communities through performing arts and we touch the lives and interests of people from all backgrounds in a number of ways.

Co-Curated & Outdoor Work

We're bold and ambitious to make both small intimate work and mass participation events. For over a decade, TRP has worked with adults with multiple and complex needs. Our project participants come from all walks of life and may have faced challenges involving homelessness, mental health issues, re-offending, substance misuse, or isolation.

Through projects like Our Space and Funky Llama, we are delivering creative experiences and making work in new ways. We want this work to grow. We're committed to making more work outside of our buildings. In the years ahead we want to work on our waterfront, in car parks, in village halls and in unexpected places across our city and region.



Artist Development

The Lab is a hotbed of developing talent from across Plymouth and the South West. Through projects like the Lab Company, IDEASLab and Lab Associates we develop, support and advocate for artists.

As we move forward, we want to respond to the findings of our creative leadership report and create more space, and more resources, for local artists to grow and develop their skills supported by our Artist Development team and in collaboration with other partners locally, regionally, nationally and internationally.

Scenic Design & Construction

Our scenic design workshops, and design studio, at TR2 are some of the best in the country, indeed the world.

In the years ahead we are committed to remaining at the forefront of developments in scenic design and construction, raising the profile of this work in our organisation, and questioning and challenging the relationship between designers, production management, producers and scenic craftspeople with a sharp focus on sustainability and the climate emergency.

Our Reach

Theatre Royal Plymouth is the UK's largest and best attended regional producing theatre. Our reach can be seen on facts, figures and the geographical reach of our bookers on the right. More [here](#).

- **£16.6m** turnover
- **91%** of our income was self-generated
- For every £1 received from public funding, we generated **£25.88** of economic impact
- We had over **81,000** attendances to our Engagement & Learning programme
- We welcomed **342,819** people through our doors for 92 productions
- We achieved **77%** occupancy
- **33.5%** of our audience were first time attenders
- **30%** of our audience attended two or more times



Geographical reach of bookers in FY 2019/20
(Edward Borlase, Head of Insight & Revenue Management)

Our City

It's an exciting time in Plymouth.

There is a renewed ambition and investment strategy for the sustainable development of the city's offer, with arts and culture positioned as a core pillar of the city's identity.

In 2021, Plymouth Culture (the city's arts and cultural development agency) launched a new Culture Plan: an ambitious vision to put culture at the heart of Plymouth's development, supporting and creating hundreds of jobs and businesses while building a world class cultural offer. Destination Plymouth also launched a new Visitor Plan which targets the growth of visitor numbers by 15% from 5.1 to 6 million by 2030.

Plymouth ranks 1st as the safest and overall 3rd best city to live and work in the UK.

Over 40% of the city is designated as green space and is surrounded by 3 AONBs. Plymouth has 10 Local Nature Reserves, over 40 wildflower meadows, 9 Special Sites of Scientific Interest and 28 County Wildlife Sites with Plymouth Sound and Harbour as the country's first National Marine Park.

There are up to 24 daily rail services between Plymouth and London. Exeter and Bristol International airports are located 1-2 hours away respectively and Brittany Ferries operates regular passenger services to Roscoff, France and Santander, Spain directly from Plymouth.

Images courtesy of Visit Plymouth



