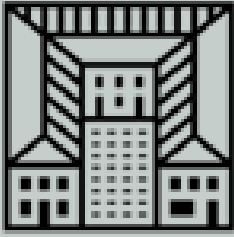


SOUTH SQUARE



Director

Application Pack

Thank you for your interest in the post of Director at South Square Centre. In this pack you will find details of how to apply, job description, person specification and background information on the organisation.

Introduction

South Square Centre is looking to appoint a Director to lead the organisation into its next chapter. After ten exceptional years, and having led the organisation since 2023, our current Director Alice Withers is moving on to an exciting new role.

South Square Centre is the trading name of Thornton and Allerton Community Association (Charity number 1122128), founded in 1982, and is dedicated to improving quality of life for residents of Thornton and Allerton, and wider Bradford.

South Square Centre is an ambitious, independent arts, heritage and community organisation based in the heart of Thornton, Bradford. The Grade II listed building brings together contemporary visual arts, heritage, creative enterprise and community activity, creating a vibrant cultural destination that welcomes over 30,000 visitors each year.

South Square provides three contemporary gallery spaces, affordable studios for artists and creative businesses, community spaces, a café and bar, local history archive and community garden. We believe in the power of creativity to strengthen communities, broaden participation and inspire positive change, delivering an inclusive programme that connects people of all ages and backgrounds.

As a small organisation with a highly ambitious vision, we have established a strong reputation for delivering high-quality exhibitions, festivals and community programmes. Last year, we played a leading role in Bradford 2025 UK City of Culture through the delivery of OUR TURN: Bradford Visual Arts Festival.

Working alongside a small but dedicated team, this is an opportunity to lead a dynamic organisation where creativity, community impact and commercial sustainability are equally valued. The successful candidate will play a pivotal role in shaping the next chapter of South Square's development, building on its strong foundations while delivering an ambitious vision for the future.



Making change through creativity

Job description

Job Title: Director

Contract: Permanent, Full time (37.5 hours per week, including evenings and weekends)

Salary: £36,000

Responsible to: TACA board of trustees, via the Co-Chairs

Responsible for: Programme Manager, Outreach Officer, Building Manager, Cleaner

Purpose of role

The Director provides the creative, strategic and operational leadership for South Square Centre. Working closely with the Board of Trustees, the Director is responsible for delivering the organisation's artistic vision, ensuring its financial sustainability, leading fundraising and business development, fostering strong partnerships, and overseeing the effective day-to-day management of the centre.

The Director will champion South Square's values and reputation, ensuring it continues to thrive as a leading centre for arts, heritage and community activity.

Key Responsibilities

Strategic Leadership

- Lead the implementation and ongoing development of the organisation's strategy in collaboration with the Board of Trustees, ensuring the long-term sustainability and growth of the centre.
- Ensure the centre's work aligns with relevant local, regional and national policies.
- Develop and maintain partnerships with arts, heritage, education and community organisations that enhance South Square's impact, resilience and reputation.
- Advocate for South Square Centre, representing the organisation with funders, partners, artists, local communities, the media and the wider cultural sector.
- Foster a positive organisational culture that encourages creativity, collaboration, continuous improvement and shared ownership across staff, volunteers and trustees.

Creative Direction

- Lead the development and delivery of an ambitious, inclusive and high-quality creative programme, establishing South Square Centre as a leading hub for arts, heritage and community-led placemaking.
- Provide direction to the Programme Manager and Outreach Officer to deliver inspiring exhibitions, events and engagement activities that broaden participation and grow audiences
- Champion meaningful consultation and co-creation with communities, artists, tenants and stakeholders to ensure programmes remain relevant, accessible and responsive.
- Ensure robust monitoring, evaluation and reporting of programmes to demonstrate impact and inform future development and fundraising.
- Oversee and ensure all communications are aligned with the organisation's brand guidelines, and accurately reflect required funder, partner and stakeholder acknowledgements.

Financial Sustainability

- Maintain effective financial oversight, including budget management accounts, project budgets, grant claims and year-end financial reporting, working with the Board and external accountants where appropriate.
- Identify and secure funding for South Square Centre's programme from a variety of trusts, foundations, and statutory funders, developing long-term relationships that support the organisation's ambitions.
- Lead and manage earned income streams, identifying opportunities to diversify revenue streams and maximise sustainable income generation.
- Ensure timely and accurate reporting to all funding bodies and partners, complying fully with their requirements.

Operational Management

- Provide effective leadership, line management and support for staff and volunteers, fostering wellbeing, professional development and high performance.
- Oversee all people management processes, including recruitment, induction, performance management and HR administration.
- Work closely with the Building Manager to ensure the centre is safe, welcoming, well-maintained and compliant with all relevant legislation and regulatory requirements.
- Ensure the effective day-to-day operation of South Square Centre, supporting operational delivery where required.
- Oversee the management of the centre's studio tenants, ensuring the allocation and management of studio space reflects South Square's vision, financial objectives and organisational values.

Governance

- Provide high-quality reports, advice and recommendations to the Board of Trustees, enabling informed strategic decision-making and effective governance.
- Ensure the organisation complies with all statutory, regulatory and governance requirements associated with operating a registered charity, supporting the Board of Trustees in meeting their legal responsibilities.
- Regularly review and develop organisational policies and practices in consultation with stakeholders ensuring they remain relevant, inclusive and effective. Maintain delivery of the organisations environmental sustainability action plan.
- Lead the continued commitment of South Square's approach to equity, diversity and inclusion (EDI), embedding inclusive practice across programming, recruitment, governance, partnerships and community engagement.

Undertake any other duties appropriate to the post and in accordance with the needs of the charity.

Person specification

Essential

- Experience of leadership within an art, heritage, cultural, community or related not-for-profit organisation.
- Experience of developing and delivering ambitious creative programmes that engage diverse audiences and communities.
- Experience of strategic planning, organisational development and working effectively with a Board of Trustees or governing body.
- Experience of successful fundraising from a range of sources, including trusts, foundations, statutory funders and earned income opportunities.
- Strong understanding of charity governance, compliance and the responsibilities involved in operating a public-facing cultural venue.
- Experience of managing staff, freelancers and volunteers, supporting wellbeing, development and effective teamwork.
- Experience of managing budgets, monitoring financial performance and contributing to organisational sustainability.
- Excellent communication and relationship-building skills, with the ability to work collaboratively with communities, artists, partners, funders, staff, volunteers and trustees.
- Demonstrable commitment to equity, diversity and inclusion, with experience of embedding inclusive practice within an organisation.
- A strategic, entrepreneurial and solutions-focused approach, with the ability to balance creativity with sound organisational management.

Desirable

- Experience of working within a community-led arts or heritage organisation.
- Experience of managing a historic building, listed building or publicly accessible cultural venue.
- Experience of developing partnerships across the arts, education, community, local government or cultural sectors.
- Experience of delivering capital projects, building improvements or significant organisational change.

We recognise that no candidate is likely to meet every requirement listed in the person specification. If you believe you have the skills, experience and potential to succeed in this role, and meet most of the essential criteria, we would strongly encourage you to apply. We value diverse experiences and perspectives and welcome applications from candidates with transferable skills who are excited by the opportunity to lead South Square Centre.

How to apply

To apply for the post please send a CV and cover letter of no more than two pages outlining how your experience relates to the job description and how you meet the person specification.

Applications should be clearly marked 'Director application' and sent to alice@southsquarecentre.co.uk

Applicants must also fill in our [Equal Opportunity Form](#). Your responses will be kept strictly confidential and will not be used in any decisions affecting you.

The deadline for applications is 23.59 on **Sunday 23rd August 2026**.

Interviews will be held in person at South Square Centre on Friday 4th September 2026.

South Square is an equal opportunities employer and has a commitment to improving equality, diversity and inclusivity. We encourage applications from applicants with protected characteristics who are currently underrepresented in our workforce.

If you would like an informal conversation about the role please contact:
Alice Withers, Director, at alice@southsquarecentre.co.uk, or
Matt Storey, Co-chair, at chairs@southsquarecentre.co.uk

