



Tonic Theatre CIO

**Delivery Lead**

April 2021

Tonic is recruiting for a Delivery Lead who is passionate about equality, diversity and inclusion and can support arts and cultural organisations to make practical change. Working across our range of [training, consultancy, project and research work](#), the Delivery Lead will be an excellent communicator, who can inspire and equip organisations with the tools they need to get from where they are now to where they want to be. Multi-tasking, the ability to build honest, open and productive relationships with organisations, and a deep interest in change are central to the Delivery Lead role. This role is offered on the basis of either 3 or 4 days per week.

### **About Tonic**

For ten years Tonic has been supporting arts and cultural organisations to achieve greater equality, diversity and inclusion through a combination of training, consultancy, research and cross-sector projects and programmes. The impact of our interventions, both on the organisations we have worked with and, by extension, the wider industry is palpable. We take a thoughtful, never tokenistic, approach to change, supporting organisations to understand the underlying causes of inequalities and then work with them to reimagine and redesign their working practices and structures so that they become more equitable. Focusing on empathy and emotion as much as systems and processes, we build collaborative and empowering relationships with the organisations we work with, and help them to understand how diversity is crucial to their success. All our work is driven by the firm belief that art and culture improves people's lives, but will only be its best - and have the widest reach possible - if it is inclusive of the broadest range of talent. Since 2011 we have been infusing organisations across the UK and beyond with our enthusiasm and positivity about what a more equitable, diverse and inclusive sector could achieve.

Having initially been established in the theatre industry, the success of Tonic's approach saw demand for our work extend into other areas of the performing arts, particularly dance and opera. Today we continue to work extensively in these fields whilst also increasingly expanding into a range of other areas including music, heritage and museums, television drama and the wider cultural sector. When we began, Tonic's focus was purely targeted at improving the situation for women and girls in the theatre industry. While this remains an important aspect of what we do - as demonstrated through projects such as our [Platform](#) series, our [Empower](#) programme, and the [Tonic Awards](#) - we now look at equality, diversity and inclusion (EDI) more holistically. In particular, we are keen to take an intersectional approach that supports organisations to create working practices and policies that are inclusive of **everyone**.

Tonic takes pride in working across the arts and cultural ecosystem. We work with venues, producers, commissioners, festivals, training and educational institutions, businesses in the arts 'supply chain',

professional membership bodies, networks, and amateur and community groups. We've developed multi-year relationships with some of the biggest arts organisations in the country (such as the National Theatre, Royal Opera House, Royal Shakespeare Company, Sadler's Wells), work with micro-companies operating on a hyper-local basis, and with organisations of all shapes and sizes in between. Through our [books](#), [online resources](#) and [industry-facing events](#), freelancers and other individuals can engage in our work too.

### **About the Delivery Lead role**

Tonic already has one Delivery Lead in post: Fay Jennett joined us in late 2020, coming from a background in classical music and opera. We now want to add a second Delivery Lead to the team and, beyond this, plan to steadily increase the number of Delivery Leads we have working for the organisation over coming months and years.

We are keen to receive applications from people with experience across all parts of arts and culture including (but not limited to) broadcast, heritage and museums, literature, media, performing arts, recorded arts, and visual arts. One of the reasons organisations want to work with us is because our team has first-hand experience in, and an intrinsic knowledge of, the arts and culture sector. Having a deep understanding of how the sector operates is crucial to the Delivery Lead role, so we will require all applicants to have a minimum of five years' professional work experience in arts and culture.

### **The Delivery Lead will undertake a wide range of tasks including:**

- Delivering a range of Tonic's existing programme of training courses (e.g. Unconscious Bias Training). Also spotting opportunities for new courses, writing the session plans for these and delivering them. New courses may arise from the shifting needs of the sector, or could connect to the Delivery Lead's professional background, their lived experience, or areas of personal interest
- Delivering consultancy services to a range of organisations. This tends to be in the format of working on a one-to-one basis or with small groups and generally addresses a particular focus, for instance: supporting an organisation to create an equality action plan; helping a newly established staff diversity working group to draw up a strategy for how it will conduct its work; reviewing an organisation's recruitment packs and policies through an EDI lens; supporting artistic decision-makers to reflect on how they are assessing artistic products and making programming choices
- Collaborating with other members of the Tonic team to coordinate a range of talks, discussion groups and events for the organisations we work with regularly and for the wider sector
- Contributing to research studies being conducted by Tonic e.g. running focus groups and workshops; conducting desk research; holding interviews and writing reports
- Creating written and digital resources that support our work e.g. slide decks, handouts, video presentations and podcasts
- Conducting ongoing research and personal learning in relation to EDI and being constantly alert to opportunities for this to enhance and deepen Tonic's work

We recognise that the Delivery Lead role is an unusual one and there are few equivalent roles in other organisations. Consequently **we are not expecting applicants to have experience in all of the above.** Instead, we hope to hear from applicants about which of these areas they already have a grounding in and which they would be excited to grow into as Delivery Lead. It is our expectation that the role will be structured to respond to the strengths and interests of the successful candidate and full training will be provided for any areas with which they are unfamiliar when joining us.

### **Working at Tonic**

We are a small team. There are currently three of us each working four days per week:

Lucy Kerbel, Founder and Director  
Helen Marriage, Commercial Manager  
Fay Jennett, Delivery Lead

We are now looking to grow by bringing a second Delivery Lead onto the team and are also in the process of recruiting for an Office Coordinator.

In addition to the core team, Tonic works with a pool of [freelance associates](#) who deliver various parts of our work and have a highly-engaged [Board of Trustees](#).

Tonic is a charity and this influences how we conduct ourselves as an organisation. We pay our people fairly and we don't routinely ask them to go above and beyond their contracted hours because we recognise the value of making our team feel that they - and the balance of their lives outside of work - are respected. At the same time we seek to keep our services affordable to our clients (many of whom are charities or not-for-profits themselves) and so are always mindful of our outgoings and encourage all our people to work in efficient ways so that we can keep costs down. We generate the vast majority of our own income through the fees we charge and reinvest any surplus back into our change-making projects, especially those that support activity at grass roots level.

### **The impact of Covid-19 on Tonic**

Tonic has been incredibly busy throughout the pandemic. There has been a surge in demand for our work as organisations seek to use this period wisely, educating themselves and reviewing their working practices prior to reopening/resuming their full programmes of activity. As the sector emerges into a post-pandemic world, Tonic will be paying close attention to the developing needs of organisations so that we can best adapt and expand our existing programme to respond accordingly. We know that needs that were always there - such as establishing working practices that are conducive to, rather than undermining, good mental health - will be even more profound in the wake of Covid-19. Likewise, we recognise that the deepening of pre-existing societal inequalities will require sustained energy and ingenuity from the arts and cultural sector. Supporting organisations to navigate a path through what is likely to be a period that is full of both challenge and potential is something the Delivery Lead will be deeply engaged in.

Our team is currently working from home although we plan to return to our London office once possible. All our training, facilitation and project work is currently being delivered digitally via live Zoom sessions.

As government restrictions lift, we envisage a return to a greater proportion of in-person delivery. However, alongside our in-person work we plan to continue delivering some aspects of our work digitally in the long-term; as this has enabled us to increase our geographic reach and has made our work newly accessible to certain organisations and individuals. As such we are expecting that the Delivery Lead will be delivering sessions through a mix of in-person and online working on a permanent basis.

*If you have any questions about working at Tonic relevant to your application, please contact Helen Marriage at [helen@tonictheatre.co.uk](mailto:helen@tonictheatre.co.uk)*

## **Role: Delivery Lead**

**Reports to: Tonic Director, Lucy Kerbel**

### **Key Duties and Responsibilities**

#### **Training, consultancy & events**

- Deliver training and consultancy to clients (full training will be provided)
- Be alert to new training and consultancy products that could be developed by Tonic and work in collaboration with other members of the team to develop and promote these
- Contribute to the organisation and delivery of a range of Tonic events, workshops and training sessions

#### **Tonic Projects**

- Coordinate a range of activities, sessions, workshops and events across various Tonic projects, ensuring they are organised and executed to the highest level of professionalism
- Work in conjunction with other members of the Tonic team to create digital content and written resources
- Work in conjunction with the Director and members of Tonic's freelance pool to create and deliver sessions, workshops and events
- Liaise with project partners, funders and stakeholders, managing relationships and acting as their day-to-day point of contact at Tonic

#### **Strategy**

- Represent Tonic at industry events and meetings, speaking engagingly and compellingly about our work
- Keep informed of relevant developments in the arts and cultural sectors
- Keep informed of developing discourse, terminology and thinking relating to equality, diversity and inclusion
- Work with other members of the Tonic team and its Board to regularly reflect on and develop Tonic's strategy and vision

#### **General**

- Collaborate with other members of the Tonic team in the day-to-day running of the office including contributing to general organisational administration

- Contribute to research and writing of grant funding applications in collaboration with the Director and Commercial Manager
- Develop and maintain relationships with Tonic personnel, supporters, stakeholders and partners to ensure the success of the organisation
- Represent Tonic with a high level of professionalism at all times and protect the brand and values of Tonic, keeping organisation information confidential

This job description is issued as a guideline to assist you in your duties, it is not exhaustive and we would be pleased to discuss any constructive comments you may have. Because of the evolving nature and changing demands of our charity, and the shifting circumstances that Covid-19 presents, this job description may be subject to change. You may, on occasion, be required to undertake additional or other duties within the context of this job description, and according to the needs of the organisation.

#### **Person specification - essential**

- Minimum five years' professional experience in arts or culture
- Interest in or commitment to matters of equality, diversity and inclusion (we are anticipating candidates may be more knowledgeable and experienced in some areas of EDI than others)
- Personable and clear communicator able to engage with a wide range of arts and culture professionals at all levels of seniority and experience
- Self-motivated and able to balance multiple tasks and strands of work
- Able to channel personal passion for social justice into practical and supportive measures, maintaining a professional approach at all times
- Happy to work as part of a small team

#### **Person specification - desirable**

- Experience of: teaching/delivering training, facilitation and/or coaching
- Track record of engaging in change-making work, or knowledge of change management methodologies
- Confident in using digital tools and platforms that can support effective live delivery and be utilised to create compelling resources e.g. Zoom, Jamboard, Youtube, Canva, Miro

#### **Terms and conditions**

**Part time:** ideally three or four days a week

**Hours of work:** 9.30am – 6pm, with occasional work outside these hours

**Salary:** £30,000 per annum (pro-rata'd) to four days per week (calculates as £24,000 gross) or to three days per week (calculates as £18,000 gross). We are happy for candidates to state their preference for working a three or four-day week.

**Pension:** Tonic operates a pension scheme with NEST and makes employer contributions at 3%.

**Annual leave:** 25 days per year (pro-rata'd to 20 days per year for a four-day per week post or 15 days for a 3-day per week post) plus Bank Holidays and the three days between Christmas and New Year.

**Probation period:** 3 months

**Notice period:** 2 months

**Place of work:** for the foreseeable future, as a result of Covid-19, the role will be undertaken remotely. Tonic will provide the successful candidate with the necessary IT and office equipment to ensure effective home working. Once government guidance permits, Tonic intends to return to its office in London. The successful candidate may wish to work exclusively from the Tonic office or to combine regular visits to the office with remote working.

As in-person work becomes increasingly possible, the successful candidate will be required to deliver in-person sessions to our clients and this will entail some travel and the possibility of occasional overnight stays.

*If you have any queries about access, flexibility, or the practical requirements of the role please contact Helen Marriage at [helen@tonictheatre.co.uk](mailto:helen@tonictheatre.co.uk).*

#### **To apply for the role:**

- Let us know (on no more than one side of A4) how you feel your experience could enhance Tonic's work
- Outline (on no more than one side of A4) the areas of the Delivery Lead role that are already familiar to you; the areas in which you have a grounding but would need further space to develop; the areas that would be new to you but which you are excited to be trained into
- Say (in no more than half a side of A4) what appeals to you about working at Tonic
- Please also send a copy of your CV and complete an equal opportunities monitoring form [here](#)

All applications should be submitted via email to: [info@tonictheatre.co.uk](mailto:info@tonictheatre.co.uk) with the subject heading 'DELIVERY LEAD'

If the application formats that we are providing don't work for you, please let us know by contacting us at [info@tonictheatre.co.uk](mailto:info@tonictheatre.co.uk) or 0207 452 3892.

#### **Timeline**

Deadline for applications: 10am on Monday 10 May 2021

*Tonic's Director Lucy Kerbel and Delivery Lead Fay Jennett will be holding a webinar at **6.30pm on Tuesday 27 April**, talking about Tonic and the Delivery Lead role. The webinar's purpose is to enable anyone who is considering applying the chance to learn more about the role and to ask questions. To attend the webinar please email [info@tonictheatre.co.uk](mailto:info@tonictheatre.co.uk) to receive an invite. We will make a recording for anyone unable to attend. Again, a link to this can be requested from [info@tonictheatre.co.uk](mailto:info@tonictheatre.co.uk).*

**\*We are currently keen to grow our freelance pool of associates. If you do not feel the terms of the Delivery Lead role are suitable for you but would like to express an interest in being considered for future ad hoc freelance work with Tonic, please send a copy of your CV to [info@tonictheatre.co.uk](mailto:info@tonictheatre.co.uk) with FREELANCE ASSOCIATE in the subject line.\***