



**OPEN  
CITY**

**Open City CEO**

**Recruitment Pack**

May 2024

# About Open City

**Open City is a charity empowering communities to learn about, feel connected to, and have a role in shaping places where they live.**

We are on a mission to make the built environment more open, accessible, and equitable. We do this through:

- Our flagship event Open House Festival, opening up and celebrating London and its communities each September
- A year-round young people's programme which includes city-making workshops at primary and special educational needs schools, as well as the award-winning mentoring programme Accelerate for young people traditionally underrepresented in architecture.
- A year-round programme of events, award-winning podcasts, tours, publications, video content and merchandise to democratise public knowledge about cities and the way we live in them
- Supporting, growing and cultivating dialogue across a network of over 60 Open House Festivals around the world, from Lagos to New York.



**"I felt like a stranger in the city, a newcomer, an immigrant, a refugee. After attending the Open House Festival, my feelings changed significantly. After visiting places that are usually inaccessible, I felt that the city trusts me, is ready to welcome me, and needs my input to protect, celebrate, and promote it."**

- An Open House Festival visitor who was recently granted asylum in the UK

## About The Role

Open City is seeking a Chief Executive Officer (CEO) to lead the charity's work making architecture and cities more open, accessible and equitable.

The successful candidate will be joining the organisation at a key moment to consolidate the continuing popularity of the Open House Festival and the growth of our young people's programmes in London and the West Midlands, as well as a year-round programme of events, award-winning podcasts, tours, and publications.

Our recently published Social Impact Report shows that, over the last year, we have achieved 227,000 visits to our flagship Open House Festival, received 91,623 listens to our podcast, enabled 4,361 people to experience the city through our tours programme and supported 3,000 young Londoners to learn about the built environment via our schools work. We are looking for someone who can capitalise on this positive momentum and deliver a plan for sustained future success.

Our ideal candidate will combine creative vision with the ability to work collaboratively with trustees, a diverse and talented staff team, and a wide range of volunteers, partners, and sponsors. They will be inspired by the opportunity to develop an ambitious but realistic business plan which advances the charity's aims and objectives, and execute this through confident and enabling leadership and management of the charity's operational team.

Finally, we are also seeking an individual with outstanding relationship management skills who will be able to manage and grow a portfolio of key funders, partners and sponsors.



**“There is no better project in my experience that provides such cultural capital for children from all communities.”**

- Participating teacher in Young City Makers programme, 2023

# Job Description

**Salary:** £70,000 to 76,500 (or full time equivalent)

**Contract:** Permanent

**Location:** London

**Hours:** 30 or 37.5 hours – flexible, with availability to work some evenings and weekends. We would be open to proposals for two people to share the role.

**Reports to:** Trustees of Open City

**Line manage:** Chief Operations Officer; Head of Education and Empowerment; Tours Director and Acting Editor of the Open City Podcast; Director of Open House Festival; Curator, Open House Worldwide. The wider staff team includes 14 people, with a mix of part and full time working.

## Job purpose

The Chief Executive Officer (CEO) leads Open City. The CEO is responsible for building Open City's vision, strategy, profile, and creating an inclusive culture to develop a motivated and effective team. The CEO will work closely with the board of trustees and the staff to ensure the organisation achieves its mission, through delivering on a strategic plan, a sustainable financial model, and an impact framework.

## Key responsibilities

### 1. Vision, strategy and project delivery

- Supporting the board of trustees to develop a long-term vision and strategy.
- Taking overall leadership for driving and delivering impact for the charity, through successful project delivery.

### 2. People management

- Overseeing, inspiring and enabling the staff team to deliver impactful and sustainable programmes and activities.
- Overall responsibility for supporting and growing volunteer contributions.

### 3. Funding and business model

- Creating a sustainable business model across different revenue streams including corporate sponsorship, programmes and products.
- Take overall responsibility for the charity's fundraising strategy, raising funding from sources to achieve income targets.

### 4. Governance and operations

- Accountable to the board of trustees for the organisation's strategic plan, impact framework, financial health, and risk register.
- Manage and develop a motivated team working effectively, in a culture of creativity, purpose, inclusion and well-being.

## 5. Communications and advocacy

- Leading on promoting the ideas of Open City, and increasing the organisation's influence to reach relevant audiences.
- Managing a positive and inspiring reputation for the charity that will attract motivated staff, new funders and/or stakeholders.

## Person Specification

You do not need to have experience in every aspect of the areas below, but if you believe your career and lived experience has prepared you well for this role, we encourage you to apply, and demonstrate your transferable skills.

Experience, qualifications and attributes for the role include:

- **Leadership:** proven ability to craft and implement an inspiring organisational vision, in collaboration with staff and stakeholders.
- **Architecture and built environment:** track record demonstrating a commitment to architecture and the built environment and its social value.
- **People management:** senior level experience of motivating, inspiring and leading a team, through delegation, empowerment and respect.
- **Equality, diversity, and inclusion:** a demonstrable commitment to EDI with experience of working with or advocating for underrepresented groups.
- **Business strategy:** experience of business development and planning, growing or maintaining income, and a track record of effective management of resources.
- **Charitable purpose:** experience or knowledge of the unique challenges that being a charity brings and ideas for opportunities to maximise public benefit
- **Governance:** experience of working with boards of trustees or similar structures, understanding decision-making processes and accountability.
- **Relationship building:** experience of developing relationships and networking confidently with a range of stakeholders from the private, public and third sector across different political spectrums.
- **Advocacy:** experience of advocating publicly for a purpose or organisation, communicating through different forms of channels and media.

## Our commitment to diversity

As part of our ambitions to improve equality and diversity, we welcome applications for this role from those who identify under any of the protected characteristics under the Equality Act 2010, which include race, age, disability, gender, religion or belief, and sexual orientation; and, from those who identify as being working class.

# APPLICATION PROCESS

## How to apply

If you are inspired by the work of Open City and would like to be considered for the role of Chief Executive Officer, we would love to hear from you. The successful candidate must have permission to work in the UK by the start of their employment.

Applicants are asked to submit a CV and cover letter, saved as a single .pdf with the title Open City CEO application\_your initials. Your CV should be no more than 2 sides of A4, and the cover letter should be a maximum of 400 words.

The cover letter should briefly describe how your experience and achievements to date would make you a suitable candidate for this role – aligning specifically with the leadership, built environment, and business strategy elements of the person specification from the job description.

It should also set out your motivation in applying for the role, and the contribution that you see Open City making to addressing opportunities and challenges facing the built environment sector.

Applications should be submitted to **recruitment@open-city.org.uk**.

The closing date for applications is **Monday 3 June 2024 at 12.00**.

**Please note** – we do not wish to receive any contact from recruitment agencies regarding this vacancy.

## Selection process

The recruitment process will be led by trustees who will assess all applications received against the selection criteria, and agree a shortlist of up to five candidates to be invited to interview. Coordination support will be provided by Open City staff, who will acknowledge applications and provide updates and responses on behalf of the trustees.

At least three trustees will take part in the first stage interview panel, which will be conducted in person in central London. The questions at this stage will be structured around the person specification from the job description.

At least four trustees will take part in the second stage interviews, which will also be in person and held in central London. This stage will include an opportunity for candidates to give a presentation, and the topic for this will be confirmed in advance. Questions at the second interview will explore in more detail how candidates would apply their experience if appointed as CEO of Open City.

Prior to appointment the trustees preferred candidate will be invited to meet with members of the staff team via video conference.

## Timeline

Advertisement published:	9 May 2024
Closing date for applications:	3 June at 12 noon
Shortlisting for interview by:	7 June
First stage interviews:	14 June in person
Second stage interviews:	2 July in person

**Please hold the interview dates above in your diary.** Let us know in your application if these dates are not possible, and we will contact you to arrange an alternative if your application is shortlisted.

## Selection criteria

The person specification included in the job description will be used as the selection criteria by trustees taking part in the recruitment process. You do not need to have experience in every area of the person specification, and transferable skills from career and lived experience will be taken into account.

Scoring will be: 3 – exceeds criteria; 2 meets criteria; 1 partially meets criteria; 0 does not meet criteria.

## References

Where an applicant is considered for appointment to the role, references will be taken up. This will help to establish personal qualities such as ability to motivate, inspire and lead a team, and develop relationships with a range of stakeholders. An applicant will not be appointed where these qualities are not confirmed.

## Open City policies and procedures

Open City is a charity registered with the Charities Commission for England and Wales. The trustee board is responsible for the governance of the charity to comply with our charity's governing document and the law. As part of this process, trustees regularly review and update policies and procedures, for example on external communications and conflicts of interest. The successful candidate will be provided with these policies and procedures which will apply to their employment.

## Data protection statement

The personal information (data) collected as part of your application, (which includes the collection of sensitive personal data, such as your postcode) is collected by Open City for the purposes of the recruitment process. It is the policy of Open City to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their appointment, and for no other purpose, in accordance with GDPR, May 2018.

THANK YOU



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