

Bradford Producing Hub Recruitment Pack

Job title: Strategic Development Lead

Contract: Freelance, 7 months fixed-term (October 2026 - April 2027)

Days: 8 days per month (56 days total)

Fee: £350 per day (total fee £19,600)

Location: Bradford, with flexible and hybrid working

Reports to: Chair of Trustees

Closing date: Wednesday 16 September at 12 noon

Interview date: Wednesday 23 September in Bradford

Welcome

Thank you for your interest in working with Bradford Producing Hub.

Bradford Producing Hub (BPH) is entering an important new phase. Following a period of significant growth, organisational change and financial challenge, we are looking for someone who can help shape what comes next.

This is not simply a management role. It is an opportunity to work with Trustees, artists, partners and communities to define the next stage of the organisation's purpose, rebuild confidence and relationships, and establish a sustainable future.

Every organisation has defining moments. This is one of ours. While the challenges are real, so too is the opportunity to rethink, innovate and build something stronger. We are looking for someone who is motivated by possibility and who can help turn challenge into momentum and guide the organisation confidently through its next chapter.

About Bradford Producing Hub

Bradford Producing Hub was established in 2019 in response to Arts Council England's ambition to strengthen artist development through organisations rooted in the needs and

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experiences of local creative communities. In 2023, BPH became an independent organisation, and in March 2025 formally registered as a charity.

In 2024, BPH became the Cultural Capacity Partner for Bradford 2025 UK City of Culture. This enabled the organisation to support even more artists, freelancers and creative practitioners across the district.

Over the past year, the organisation has experienced significant financial and organisational change. Like much of the cultural sector, BPH is adapting to an increasingly challenging funding landscape.

The Trustees have responded by restructuring the organisation, strengthening governance and securing resources to take stock, listen carefully and plan for the future.

This Strategic Development Lead role will be central to that process.

About the role

The Strategic Development Lead will work closely with the Board of Trustees to shape the next phase of Bradford Producing Hub.

The successful applicant will lead a focused period of strategic review, sector mapping, stakeholder engagement and options appraisal, helping BPH and its partners understand where future support for talent, creative workforce development and sector development is most needed.

Alongside this strategic work, the role will ensure the organisation continues to operate effectively during transition, including maintaining essential governance, finance, reporting and administrative systems.

This role is funded through strategic investment from Bradford Council and Arts Council England to support this phase of BPH's development. The funding will support the interim leadership role, essential running costs and defined activity that contributes directly to the agreed project objectives and outcomes.

Key responsibilities

Strategy and organisational development

- Building on our strong mission and values, lead the development of a clear strategic vision and delivery plan for the next phase of Bradford Producing Hub
- Lead or coordinate sector mapping, evidence gathering and analysis to identify current provision, strengths, gaps, unmet need and opportunities for improved coordination across Bradford District
- Develop and assess realistic future options for talent and creative workforce development and sector support, including a preferred option with clear rationale, resource implications, risks and transition considerations

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- Identify opportunities for collaboration, long-term sustainability and, where appropriate, the retention or transfer of BPH's knowledge, assets, relationships, programmes and intellectual property to support future sector development

Finance and fundraising

- Lead the fundraising strategy, develop funding applications for our key funders and identify further funding opportunities
- Prepare and manage an expenditure plan, ensuring all use of the strategic investment fund is clearly linked to the agreed objectives, outputs and outcomes
- Oversee the annual budget and work with the accountants to maintain accurate financial records, monitor expenditure and support regular reporting to Trustees and funders
- Identify any future resource or transition costs required to support viable delivery options beyond the funded period

Partnerships and sector leadership

- Build and strengthen relationships with artists, community organisations, strategic partners and funders
- Explore new collaborations following Bradford 2025 and consider how existing sector activity, networks, National Portfolio Organisations and wider cultural infrastructure can inform future options
- Represent Bradford Producing Hub confidently across the city and wider cultural sector

Community engagement

- Rebuild trust with artists and creative communities
- Ensure the organisation actively engages communities that have historically been underrepresented within the arts and culture sector
- Develop and deliver a proportionate engagement and communications approach that makes effective use of existing intelligence, research and consultation

Operations

- Ensure organisational reporting and evaluation are completed
- Maintain appropriate financial and administrative systems, including Xero
- Work with Trustees to ensure effective governance and decision-making
- Provide regular progress reports to the Board
- Provide regular progress updates to Bradford Council and Arts Council England, including progress against objectives, emerging findings, risks, financial position and any proposed changes to scope, timetable or delivery approach

Who we're looking for

We are looking for someone who combines strategic thinking with practical delivery and has a good existing understanding of the Bradford arts and culture sector.

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You'll enjoy working collaboratively, be comfortable managing change, and have the confidence to make decisions whilst bringing people with you.

You will understand that successful cultural organisations are built through relationships, trust and listening as much as programmes and funding.

Person specification

Essential

- Knowledge of Bradford's artistic community
- Clear understanding of Bradford Producing Hub
- Experience of organisational leadership or strategic development
- Experience managing organisational change
- Experience of research, mapping, consultation, evaluation or evidence-based planning
- Successful experience of fundraising, budget planning and developing funding applications
- Experience developing partnerships across different sectors
- Strong financial planning and budgeting skills
- Excellent written and verbal communication, including the ability to produce clear reports, recommendations and stakeholder updates
- Ability to work independently while supporting and reporting to a Board
- Understanding of the opportunities and challenges facing artists and cultural organisations

Desirable

- Existing relationships within West Yorkshire's creative sector
- Experience of community-led or artist-led practice
- Experience of charity governance

Our commitment to inclusion

At Bradford Producing Hub, we are committed to inclusivity in everything we do. It's not just important for the artists we support, but also in the team we build and ensuring it is as representative of the people of Bradford as possible.

We particularly encourage applications from people from the Global Majority¹, who are LGBTQIA+, disabled², and/or from working-class or low socioeconomic backgrounds. This is because people from these groups are still underrepresented in the arts, and we are committed to challenging this and contributing to positive change.

¹ The category of people in the global majority includes, but is not limited to, people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, West Asian, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

² The category of disabled people includes, but is not limited to, those who define as disabled people, as people with long term health conditions, as deaf, Deaf, neurodivergent or in relation to their health-related access requirements.

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Why join us?

This is an unusual opportunity. Rather than maintaining an established organisation, you will help define what Bradford Producing Hub becomes next.

Working alongside an engaged Board, artists, communities and partners, you will play a significant role in shaping the future of artist development across Bradford.

Terms

Contract: Freelance, 7 months fixed-term (October 2026 - April 2027).

Days: 8 days per month.

Location: Bradford, with flexible and hybrid working.

Fee: £350 per day (total fee £19,600).

Reports to: Chair of Trustees.

How to apply

Please send the following:

- Your CV
- A covering letter explaining how your experience meets the person specification - this can be in written, audio or video format
- Details of any access requirements you need us to accommodate during the recruitment process
- Information about your availability if you cannot attend the interview on Wednesday 23 September, or if you need to attend online

Applications should be emailed to: hello@bdproducinghub.co.uk

Closing date: Wednesday 16 September at 12 noon

Interview date: Wednesday 23 September in Bradford

If you have any questions about this role and whether it might be a good fit for you, please don't hesitate to get in touch by emailing us at hello@bdproducinghub.co.uk - we're more than happy to chat.

A note on AI: When reading applications, we value authenticity and the personal touch, and we're most interested in your experience, knowledge and ideas. We understand AI tools can help with accessibility and drafting, and you're welcome to use them in a way that supports you. What matters to us is that the application reflects you and what you can bring to the role.

Our shortlisting and interviewing process

To ensure fairness and inclusivity, we do not anonymise applications before shortlisting candidates, and we reference equality data to balance our shortlist.

This means when we shortlist, we always interview the highest-scoring applicants and may also consider including lower-scoring candidates if we feel there is an imbalance in representation from underrepresented groups. We acknowledge that writing a 'high-scoring' application can be a barrier for applicants from all backgrounds, especially those from underrepresented groups. We know that application fluency doesn't directly correlate with workplace competency or the ability to succeed in advertised roles. Sometimes, a chance to interview is all we need to really demonstrate our experience, skills and fit within an organisation.

We also know that not everybody's strengths lie in interviewing. We therefore provide interview questions in advance to everyone selected to interview, to give them the best opportunity to demonstrate their skills, experience and ideas. We may ask interviewees to prepare something in advance, and if this is the case, we will do what we can to ensure you have enough time to prepare. We'll also allow you to present in a way which suits you best. At least two people will interview you, and we will aim to tell you who they are in advance.