

# BRISTOL CREATIVE INDUSTRIES

formerly Bristol Media

## DIRECTOR JOB SPECIFICATION

### Who we are

Bristol Creative Industries (BCI) is the membership network that supports the region's creative sector to learn, grow and connect, driven by the common belief that we can achieve more collectively than alone.

We are a community interest company (CIC), set up in 2005. We run projects and initiatives that aim to generate more jobs, more outside awareness and more kudos for creative industries in Bristol, Bath and the South West. Those industries include, advertising, marketing, design, digital, product, graphic, film, TV, video, radio, photography, IT, software, creatch and publishing.

### What we do

We're about prosperity for the region and that means attracting new talent and new customers. In the South West and across the world we:

- Act as ambassadors for our community at creative events
- Advocate excellence by providing training opportunities
- Host events to showcase great work and thought leadership
- Network and get our members doing more business through stronger connections and collaboration
- Provide a digital platform for members to display work, promote business, boost career opportunities and connect

### The role

Our voluntary board of directors sets the strategy for BCI, ensures we're a well governed organisation and supports the executive team in the delivery of our mission.

We're making some changes to the governance structure of BCI and are refreshing our board of directors. Rather than people who represent the different sectors of the community, we're looking for people with specific skills and experience to help us deliver our mission.

Three members of the existing board – Chris Thurling (Chair), Lis Anderson and Steve Coombe – will remain and we're looking for three new people to join them on the revamped board.

We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. We're committed to equality and diversity within our workforce and all opportunities provided by BCI.

## Key duties

All directors will be expected to:

- Work with other board directors to define and develop BCI's strategy
- Act as an ambassador for the organisation and represent the views of members to key third party stakeholders
- Propose projects which may be taken forward by the organisation following a discussion process
- Host BCI events, roundtables and sector dinners
- Ensure good governance and the financial stability of the organisation
- Additional executive duties and responsibilities may be undertaken by agreement from time to time.

The new directors will be expected to take ownership of one of the following areas of BCI activity:

- **Events & Training** – help shape and contribute towards event ideas and a guest speaker programme, as well as training events for our membership
- **Commercial Development & Membership Marketing** – income strategy including sponsorship, advertising, grants & membership matters (including our data management system of members)
- **Talent** – stakeholder engagement including relationships to deliver diversity & inclusion and relationships with the education sector

## About you

- You're motivated at the prospect of contributing to our mission
- You can volunteer a minimum of 4 hours per month (this is an unpaid role)
- You have at least five years' experience working in the creative industries
- You're willing and able to take ownership one of our areas of work and drive forward in collaboration with the Chair and executive team
- You have a proven track record in the skills and competencies required for this role
- You have experience of contributing towards community projects (e.g. working for a charity, a trustee of a not-for-profit)

## Why get involved

As a director of BCI you will have the opportunity to:

- Contribute to the growth and success of the creative industries in the South West
- Raise your profile in the region and build your network
- Learn from your experienced colleagues on the board
- Get free tickets for yourself to attend all BCI events and training

## How to apply

Please send your CV and a short covering letter to BCI's Chair, Chris Thurling  
[chris@bristolmedia.co.uk](mailto:chris@bristolmedia.co.uk)

Suitably qualified candidates will be offered a 30-minute initial interview with Chris over Zoom.

Shortlisted candidates will be interviewed by Chris and Lis Anderson (current directors) plus an independent panel member.