

## Managing Director | Job Description

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<b>Role Title:</b>	Managing Director
<b>Reports to:</b>	Chair of Board of Trustees
<b>Location:</b>	Glasgow
<b>Salary:</b>	£65k plus pension contributions

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**TRC media is seeking an outstanding executive from the creative media industries to drive the next stage of TRC media's growth.**

### About TRC media

TRC is one of the top training providers in the UK, with an enviable reputation for producing industry-led programmes that deliver impact and results for the digital creative and television industries. The breadth of our training support encompasses TV, games, software, advertising, digital marketing, CG animation, second screen, social networking, apps and publishing.

TRC has rich experience of working with creative leaders, entrepreneurs, digital media and television creatives; we have a particular awareness and understanding of the skills and business challenges in the UK creative media sector. Our international credentials are also strong, having delivered bespoke business-building trips to New York, Washington, LA, San Francisco/Silicon Valley, Toronto, Copenhagen, Stockholm and Sydney.

TRC Media is a not-for-profit charity hosted in Glasgow by Channel 4 with a presence in Salford's Media City hosted by the BBC. We have a close working partnership with both network broadcasters and public sector agencies, however our closest relationship is with the companies and practitioners in the TV and digital industry that we serve.

For more details of TRC's work visit [www.trcmedia.org](http://www.trcmedia.org)

### Role Profile

The Managing Director is responsible for establishing and executing the major strategic goals and objectives of the organisation and for ensuring its financial sustainability. Key responsibilities include:

- Providing leadership, direction and guidance for all TRC activities
- Analysing and evaluating the effectiveness of the organisation's operations and personnel
- Originating ideas for new training and development programmes
- Securing funding for TRC's training portfolio
- Monitoring and understanding political, sectoral and technological developments which impact on the digital/TV sector
- Representing the organisation to industry bodies, public agencies, partners and funders, the charity regulator and the media
- Reporting to the Board of Trustees on all of the above

Central to the Managing Director's role is delivery of the organisation's remit and its unique core purpose of supporting the creative digital sector through the design and delivery of high quality training and development initiatives.

## Core experience

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Applicants must have:

- Significant experience of working at senior/director level in the creative media industry
- A proven record of achievement in the creative media sector
- Significant experience and exemplary record of leading, coaching and nurturing teams
- Outstanding communication capabilities and experience of dealing with people at all levels across industry, government and stakeholder constituencies.
- Experience in high level strategy formulation and effective implementation
- A robust understanding of the digital media/television industries
- Extensive experience of operational management
- A track record of operating at Board level and a good understanding of governance and organisational accountability
- A robust understanding of financial management; demonstrable understanding of P&L and setting budgets
- Outstanding people management capabilities and high level influencing skills

## Scope of the role | Key responsibilities

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### Strategic direction

- Develop and agree with the Board the strategy and objectives
- Ensure that TRC's strategy provides financial sustainability for the organisation
- Adapt the strategy to take account of significant changes and opportunities
- Nurture and maintain all relationships required for successful delivery of TRC's objectives
- Be aware of all challenges to TRC strategy and implement risk management as required
- Identify opportunities for innovative training programmes that add value for individuals, companies and the wider market
- Grow the business using TRC's existing assets and programmes
- Build and maintain partnership relations with relevant sector organisations across the UK

### Business Development

- Originate and develop ideas for training and development programmes based on deep understanding of sector needs and priorities
- Research funding sources and identify potential funding partners
- Construct proposals and write applications to secure funding and other support to deliver these initiatives
- Ensure that the programmes and other initiatives offered by TRC meet industry need, contribute to TRC's overall strategy and enhance the reputation and standing of the organisation
- Constantly research and understand developments in the creative industries to identify and exploit opportunities for TRC to support the industry and make a significant contribution

### Team Leadership

- Provide leadership to TRC personnel through objective-setting, delegation and communication
- Conduct performance appraisals
- Interview and recruit staff as required for delivery of TRC objectives
- Draw up contracts of employment, terms and conditions
- Constantly monitor and coach staff as appropriate for delivery and improvement
- Nurture great team working and a highly collegiate supportive culture
- Encourage and facilitate a culture of innovation

## **Governance**

- Work with the Board of Trustees on fulfilling good governance and organisational accountability
- Ensure compliance with the required standards in accordance with all government legislation, charity regulations and other guidelines pertinent to the organisation's role as an employer and a not-for-profit organisation
- Recommend to the Board changes to policies and procedures that would improve governance and compliance
- Prepare Board meeting agendas in liaison with the Chair and ensure attention to matters requiring action or decision
- Write reports for the Board on all internal and external matters that affect TRC strategy, operation and delivery of support initiatives
- Attend Board meetings and ensure minutes are taken accurately and distributed promptly
- Make recommendations to the Board on potential new Trustees

## **Operational Management**

- Devise operational plan for the effective delivery of TRC's training portfolio
- Oversee successful delivery of all TRC projects, from writing programme guidelines to selecting delegates
- Oversee quality control ensuring excellent sessions in terms of content and calibre of trainers and contributors
- Maintain an effective and cost-efficient office environment
- Ensure all contracts and commitments are fulfilled as agreed with particular emphasis on delivery of targets
- Identify, evaluate and manage all risks to the organisation's people, finances and reputation
- Monitor performance against agreed targets
- Draw up written reports, financial reports, target performance reports and compliance paperwork for funders
- Ensure that the day-to-day operation of the organisation meets the expectations of all stakeholders and the objectives of TRC

## **External Relations**

- Develop existing and build new relationships with relevant stakeholders and industry bodies.
- Promote TRC's reputation and profile through participation in industry events and opportunities
- Represent the organisation on public platforms and in the media as required
- Contribute written and verbal submissions to industry/government consultations
- Meet monthly with funding partners to advise on project performance
- Communicate with all stakeholders in the sector and in the public agencies to keep them informed of the work of TRC
- Attend OSCR briefings
- Position TRC as a trusted and reliable partner for all who care about the development of the creative digital industries in the UK

## **Financial**

- Maintain full awareness of the complete financial and accounting of the organisation
- Ensure financial processes and procedures are robust and effective
- Ensure that operating results established in the overall budget are achieved and that there is control of operating expenditure within individual programme budgets
- Oversee all financial reporting, forecasting, cost control and cash flow
- Ensure the accuracy, integrity and timeliness of all financial accounting and reporting
- Authorise online banking payments and sign all cheques
- Provide the Board with comprehensive, regular reports on the income and expenditure of TRC
- Ensure the timely and complete preparation of the annual audited accounts and Annual Report

## Competencies

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### **Analytical Thinking**

Able to simplify complex problems, processes or projects into component parts explore and evaluate them systematically. Able to take decisions independently and know when to take the initiative and when to refer for guidance.

### **Strategic Thinking**

Strategically focused, able to identify areas which will most benefit the business and able to translate a range of information into a meaningful story perceived as stimulating and useful for the business.

### **Communication**

Able to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information. Confident and self-assured, with the ability to manage and adapt to challenging situations with sensitivity. Can facilitate and present with energy and authority. A respected voice in senior discussions.

### **Influencing & Persuading**

Able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

### **Collaboration**

Challenges systems, processes and the people that block collaboration, connects people, ideas, processes and issues, sets an example by sharing resources, knowledge, ideas and skills across the organisation, builds helpful productive relationships across the organisation.

### **Creative Thinking**

Creatively-minded and inquiring. Must have ability to look at existing situations and problems in novel ways and come up with creative solutions. Fosters imagination, creativity and experimentation. Must be interested in what's happening in the world: new developments and ways of working, trends, the changing lives of people and technology.

### **Tenacity & Resilience**

Demonstrates an approach to work that is characterised by commitment, motivation and energy. Manages personal effectiveness in the face of pressure, setbacks or when dealing with provocative situations. Resourceful and independent with a proactive approach and the ability to work without close supervision.

## To apply

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To apply, send your CV together with a cover letter setting out what you have to offer and why you are the ideal candidate for this post to [apply@trcmedia.org](mailto:apply@trcmedia.org)

Deadline for applications is **Friday 12 February**.

Interviews with shortlisted candidates will be held at TRC's Glasgow offices on **Monday 29 February**.