

## **Bradford Cultural Voice Forum Call for Co-Chair (representing organisations)**

### ***Supporting the next stage of CVF's growth and development***

Bradford Cultural Voice Forum (CVF) is seeking a Co-Chair to represent cultural organisations within the district's cultural sector. This role will work alongside the existing Co-Chair, who represents freelancers, and the CVF Coordinators to help guide the network's next phase of growth and development. This is an exciting opportunity to help lead CVF as it transitions into a new organisation ensuring it remains a strong, member-led network supporting the cultural sector across Bradford district.

### **Change in Co-Chair Roles**

Vicky Clifton, the current Co-Chair representing organisations, will be transitioning into the Co-Chair role representing freelancers, as she moves into full-time freelance work.

As a result, we are now recruiting a new Co-Chair to represent organisations - someone who can bring the perspectives of arts, cultural or heritage institutions to the leadership of CVF and advocate for their needs within the wider sector. This change ensures that CVF continues to have balanced leadership that reflects both freelancers and organisations within the sector.

### **What is Bradford Cultural Voice Forum?**

Bradford Cultural Voice Forum is a member-led network made up of freelancers, cultural professionals, and volunteers from across Bradford district. Established in 2019 to support the district's bid for UK City of Culture 2025, CVF has grown into a vital network for connection, collaboration, and advocacy.

Our work includes:

- Bi-monthly members meetings, bringing the sector together to share opportunities and discuss key issues.
- Specialist sub-networks, including Dance, Black-led Arts and more to come.
- Events, training, and socials to build connections across the sector.
- A monthly newsletter and weekly updates with funding, commissions, and job opportunities.
- Strategic advocacy, ensuring that the voices of cultural practitioners across Bradford district are represented in decision-making at local and regional levels.

CVF is currently funded by Bradford Council, Arts Council England, and West Yorkshire Combined Authority and operates as a project within Bradford Producing Hub while working towards establishing an independent legal structure.

### **The Role of the Co-Chairs**

The Co-Chairs work in partnership with each other and with the CVF Coordinators to ensure that the network continues to be member-led, impactful, and sustainable.

The new Co-Chair will represent organisations within the sector, ensuring that CVF remains connected to the needs of cultural organisations, venues, and institutions across the district.

**Key responsibilities include:**

1. Organisational Development & Strategic Leadership

- Support the transition of CVF into a new organisation, helping to shape its governance and future sustainability.
- Contribute to long-term strategy and planning, ensuring CVF remains responsive to the needs of its members.
- Strengthen relationships with key stakeholders, including funders, decision-makers, and regional networks.

2. Network Management & Representation

- Co-chair bi-monthly members meetings, ensuring they remain valuable, well-structured, and inclusive.
- Represent CVF at strategic meetings such as the Cultural Place Partnership, WYCA advisory group, and more where relevant.
- Be an ambassador for CVF, advocating for the interests of the cultural sector and strengthening CVF's visibility.

3. Governance & Oversight

- Work with the CVF Coordinators to ensure that the network is well-managed, and member driven.
- Oversee financial management in collaboration with the coordinators and funding partners.
- Support recruitment of new members, ensuring that CVF remains representative of Bradford's diverse cultural sector.

**Person Specification**

**Essential**

- Must be an existing member of CVF and represent an organisation working in the cultural sector in Bradford district.
- Experience in leadership, governance, or strategic planning within the arts, culture, or heritage sector.
- Experience chairing meetings or leading sector-wide discussions.
- A commitment to equity, inclusion, and supporting diverse voices within the cultural sector.
- Able to dedicate 1 day per month to the role within your current organisational role. At times additional work may be needed 1-2 days per month and additional work will be paid on a freelance basis.

**Desirable**

- Experience in setting up or transitioning organisations into formal legal structures (e.g., CIC, charity).
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- Experience with fundraising, business development, or securing funding for networks and cultural initiatives.
- Connections to regional and national cultural networks.

### **Commitment & Remuneration**

The Co-Chair role requires a commitment of 1-3 days per month, structured as follows:

- 1 day per month covered by the Co-Chair's organisation (unpaid by CVF, supported by their organisation).
- 1-2 day per month as needed covered by a freelance contract with CVF, paid at £200 per day.

These days are worked flexibly across the month to ensure that the Co-Chair can dedicate sufficient time to CVF while maintaining their existing professional responsibilities.

### **Recruitment Timeline & Process**

- Self-nominations open: 21st March
- Self-nominations close: 2nd May
- Voting opens: 9th May
- Voting closes: 6th June
- Co-Chair announced
- Induction period: June-July

### **How to Apply**

To self-nominate for the Co-Chair position (representing organisations), applicants should email [hello@bradfordculturalvoiceforum.com](mailto:hello@bradfordculturalvoiceforum.com) with:

- A headshot.
- No more than 250 words explaining why you want the role and what you would bring to it.
- A signed agreement from your organisation supporting your work with CVF for 1 day per month.

### **Deadline: Friday 2nd May**

All self-nominated applications will be shared with the wider membership, who will vote via a confidential poll. To be eligible to vote, individuals must be signed-up as CVF members by 1st May.

The candidate with the highest number of votes will be appointed, with a handover period commencing in June.

For any enquiries, please email [hello@bradfordculturalvoiceforum.com](mailto:hello@bradfordculturalvoiceforum.com) with the subject line 'Co-Chair Enquiry'.