

Job Description	Cartwheel Arts
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Post Title	Director – Full Time 37 hours per week.
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Salary - PAYE	<p>Salary: £40,000 plus employer pension contribution (7.5%).</p> <p>Contract: Five year contract, renewable subject to review by the Board, with a three month notice period.</p> <p>Probationary period: six months with a review by the Board after three months.</p> <p>Holiday entitlement: 30 days per year plus bank holidays</p>
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Purpose of the post:

Reporting to the Board of Trustees, the Director is responsible for the artistic vision, creative, entrepreneurial and strategic leadership of Cartwheel Arts. The Director will ensure that Cartwheel Arts achieves its project objectives and financial targets, and provide quality assurance of the work of the company.

Key responsibilities:

- Providing strong, inspirational and high-profile leadership to enable Cartwheel Arts to achieve its artistic, social and strategic objectives within a changing social, financial and political landscape in a continuing period of austerity
- Leading and developing artistic policy to create an imaginative programme of high quality projects

Principal tasks and responsibilities:

To ensure the success of Cartwheel Arts' development plan and artistic programmes. This will include:

- Acting as principle spokesperson for the company in regional and national forums, networks, conferences, fundraising events etc.
- Fostering good relations with other arts organisations, and the wider VCSFE sector, to include joint activities where appropriate.
- Working with the Treasurer on the development of the company's income strategy.
- Working closely with the Operations & Development Manager to ensure a coordinated approach to fundraising.
- Ensuring that the company is contract ready.
- Ensuring that the company's equality, diversity and inclusion policy is fully reflected/implemented in all aspects of its work.

Artistic leadership:

The Director has overall responsibility for the artistic management of the company and the development and implementation of its artistic output, including:

- Provision of effective and inspiring artistic leadership for Cartwheel Arts
- Development, articulation and delivery of an artistic programme that implements Cartwheel Arts vision, mission and core values.

- Ensuring that Cartwheel Arts maintains the highest standards across all areas of its work.
- Securing new, and developing established, collaborative relationships with a wide range of artists.
- Co-creating the annual artistic programme with the staff team and major stakeholders.
- Providing advice and support to Cartwheel's Project Co-ordinators, to help ensure that projects are managed efficiently
- Helping, and on occasion leading, the team with major events

Strategic Development:

The Artistic Director is responsible for the long term strategic development of Cartwheel Arts, ensuring that the company has the ability to adapt, compete and thrive. This includes:

- Working with the Board and staff to develop, implement and review the company's strategic planning.
- Writing the company's Business and Development Plans, following consultation with Trustees and staff
- Ensuring that the strategic objectives and targets in the Business and Development Action Plan are achieved.
- Identifying issues and opportunities that have strategic relevance to Cartwheel Arts to ensure the company is prepared for them.

Advocacy and Relationships:

- Raising and strengthening Cartwheel Arts public profile by communicating the company's mission, values and artistic vision to a wide range of stakeholders and the wider public.
- Delivering partnership working and learning which enables the company to reach a diverse range of communities and groups.
- Developing and maintaining excellent relationships with funding and access partners/agencies.
- Liaising with our partners and user groups to monitor their level of satisfaction and help all parties to get the maximum benefit from projects.

Managerial responsibilities:

- Ensuring a collaborative and productive working environment.
- Line managing the Operations & Development Manager, the Finance Officer and some Project Coordinators, and supporting the team as a whole.
- Ensuring compliance with Cartwheel Arts policies, practices and procedures.
- Complying with General Data Protection Regulations.

Finance & Fundraising:

- Leading applications for core funding.
- Setting and overseeing the budget
- Maintaining effective policies and systems of financial management in association with the Finance Officer
- Ensuring that all staff operate within these policies.
- Keeping up to date with funding news and developments and with necessary procedures and best practice
- To oversee the company's evaluation processes, including data collection

analysis, reporting and delivery of required social objectives

Company:

- Reporting to quarterly Board meetings
- Attending, as required, meetings of Board Task Groups.
- Writing the company's annual reports, including drafting the TAR, risk register and impact assessments
- Communicating appropriate information to the Board on matters relevant to the discharge of its responsibilities

Secondary duties

- To be jointly responsible for the up-keep and maintenance of the company's project equipment and resources.
- Undertaking training as required.

The post holder will at all times be required to carry out her/his duties with due regard to Cartwheel Arts core aims, objectives and policies.

The list of responsibilities is not exhaustive and may be reviewed from time to time by the Trustees. The appointee may be required to perform duties outside of this as operationally required and at the discretion of the Board.

Relationship to other staff:

- Reporting to: the Chair and Board of Trustees
- Responsible for line management of: Operations & Development Manager, Finance Officer, some Project Co-ordinators, freelance project managers (exceptionally)

Contacts:

- Other members of the Cartwheel team
- The Board of Trustees
- Funding bodies, commissioners and sponsors
- Members and officers – RBC, GMCA and other authorities as appropriate
- Artists, arts companies and VCFSE organisations with whom Cartwheel has working relationships
- Our project partners
- Participants
- Volunteers
- Members of the public
- Local, regional and national media
- National arts media

Cartwheel is an equal opportunities employer and operates a performance and development system for all its employees, which includes establishing individual training and development needs.