

Person Specification	Cartwheel Arts
Director	

Please address each item in the specification in your application.

You may not have much relevant experience or knowledge in a particular area, but please give as much information as possible.

Requirements	Selection criteria	How assessed
---------------------	---------------------------	---------------------

Essential		
Experience	<ul style="list-style-type: none"> • Setting out and overseeing the implementation of an artistic programme • Devising, budgeting and overseeing large scale projects in the arts sector for at least 2 years • Proven track record in developing and managing a fundraising strategy • Strategic development including business planning and partnership working • Strong leadership skills with the ability to provide strategic direction and inspiration • Line management of a staff team • Delivering programmes of work in areas of high deprivation and in diverse communities • Setting, monitoring and evaluation of programme and organisational outcomes • Appetite for problem solving and working under pressure • Dealing with the media • Fostering good relationships with and reporting to a voluntary Board of Trustees 	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and presentation</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application</p> <p>Application</p>
Knowledge	<ul style="list-style-type: none"> • Participatory arts sector and its value within a community cohesion context • The marketing and PR needs of a small company 	<p>Application and interview</p> <p>Application and interview</p>
Skills and abilities	<ul style="list-style-type: none"> • Ability to promote and represent the company to a 	<p>Application and interview</p>

	<div>wide range of audiences</div> <ul style="list-style-type: none">• Excellent verbal and written communication skills• Appropriate IT skills	Application, interview and presentation Application
Personal Qualities and Commitments	<ul style="list-style-type: none">• Commitment to Cartwheel’s core mission, vision and values Vision, Mission & Values (cartwheelarts.org.uk)• Commitment to supporting our Anti-Discrimination Statement and promoting equality, tackling discrimination and fostering good relationships between diverse groups• Commitment to continued personal and team development	Application and interview Application and interview
Work circumstances		
<ul style="list-style-type: none">• Based at the Cartwheel office in Heywood but representing the company throughout the region• A willingness to work flexibly, including unsocial hours when required• Casual car user allowance is payable• Appointment subject to an Enhanced Disclosure and Barring Service check• Cartwheel operates a strict no smoking policy		All Interview
<p>If selected for interview you will be required to bring with you documentation showing that you are able to work legally in the UK. We will verify any documents to guard against identity fraud or forgery. Applicants who are unable to produce the required documentation will not usually be employed (except for cases where a reasonable explanation can be provided - for example, where an outstanding application is with the UK Border Agency.) Acceptable documents include a British or most European Economic Area passports.</p>		
Cartwheel Arts is an equal opportunities employer and we welcome applications from all sections of the community.		