

<b>Job Description</b>	<b>Cartwheel Arts</b>
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**Post Title** - Managing Director – Full Time 37 hours per week.

**Salary – PAYE:** £40,560 plus employer pension contribution (7.5%).

**Contract:** Due to our current confirmed funding this post is currently offered as a fixed term contract until March 2027, however our intention would be to extend this role based on future funding.

This contract includes a 3 month notice period.

**Probationary period:** six months with a review by the Creative Director & Board after three months.

**Holiday entitlement:** 30 days per year plus bank holidays

**Purpose of the post:**

This is a senior leadership position, working closely with the Creative Director/CEO (CD) and Cartwheel’s Board of Trustees for the development and management of the organisation. The Managing Director (MD) will be responsible for our financial strategy, fundraising, operations, human resources, policies and procedures and embedding equity diversity and inclusion across all aspects of the company’s operations.

**Strategic Development (joint responsibility with CD):**

- Providing strong, inspirational and collaborative 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
- Working with the Board and staff to develop, implement and review the company’s strategic planning.
- Identifying issues and opportunities that have strategic relevance to Cartwheel Arts to ensure the company is prepared for them.
- To ensure that Equality, Diversity and Inclusion are embedded in all strategic plans and activities.

**Managing Director Principal tasks and responsibilities**

**Finance & Fundraising:**

- Leading on Cartwheel’s Income Generation Strategy and co-ordinate the company’s ongoing funding campaign
- Identifying and applying for trusts and foundations, with support from Creative Director and staff team
- Being aware of and responsive to earned income opportunities including training and commissions
- Design an ethical, sustainable and balanced strategy for growth in collaboration with staff and board, and to set and monitor comprehensive goals for performance and impact
- Ensuring that the strategic objectives and targets in the Business and Development Action Plan are achieved, reflecting EDI goals.
- Setting and overseeing the budget in collaboration with the Creative Director

- Line manage our Finance Officer and ensure efficient preparation of management accounts, cash-flow reports, financial risk analysis, annual accounts, audit, financial systems and other necessary reports
- Oversee the company's evaluation processes, including data collection analysis, reporting and delivery of required social objectives
- Preparing for quarterly reviews to the Arts Council, and other quarterly / annual reviews to various funders

### **Human Resources**

- Provide line management to the required PAYE & freelance staff, and ensure this reflects the company's core values of co-creation, equality, diversity and inclusion
- Write and develop policies, with oversight from the Trustees, ensuring that they reflect the company's culture, values, mission and vision and are reviewed, updated and implemented on time
- Work with the Creative Director, Trustees and staff team to implement agreed policies, procedures and systems
- Updating the company's 'operating manual' and staff book
- Manage the recruitment process for core team employees, full and part time and oversee the contracts of staff, ensuring a diverse and inclusive workforce.

### **Marketing & Communications**

- Managing, developing and updating the company's internal and external communications strategy and practice, representing and advocating for the company's values, mission and vision
- Managing social media and mailing campaigns, having regard to the potential vulnerability of participants
- Measuring and reporting on the impact of our work, with a focus on EDI outcomes
- Collate and present documentation, case studies, testimonials, products and evidence gathered from participants, partners, audience and the wider community, ensuring diverse perspectives are represented.
- Assisting with the generation of print and publicity materials, including liaising with designers and printers
- Provide line management to our freelance Marketing Coordinator and support with the gathering of communications from the staff team.

### **Company:**

- Fulfilling Cartwheel's statutory obligations regarding funders, data protection, health and safety, the Equality Act and other relevant legislation
- Ensure that the company's Anti-Discrimination Action Plan is reflected in all the company's activities
- Act as the company's Data Protection Officer; managing data collection and protection across the company
- Developing procedures and protocols within the office
- Act as the Designated Safeguarding Lead
- Oversee the relocation to our new premises in 2025, and lead on our operational relationship with Your Trust (new landlords)

- Ensure that the company's statutory obligations are met, including adequate insurance

### **Governance:**

- Reporting to quarterly Board meetings, leading on our Finance, Operations HR & Equality, Diversity & Inclusion updates
- Attending, as required, meetings of Board Task Groups.
- Jointly responsible, with the Creative Director for 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
- Facilitating the recruitment and induction of new Trustees

### **Secondary duties**

- To be jointly responsible for the up-keep and maintenance of the company's project equipment and resources.
- To represent the company on appropriate networks and forums
- 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:** Cartwheel's Creative Director

**Additional support provided by:** Cartwheel's Board of Trustees & external mentorship available (if required)

**Responsible for line management of:** Finance Officer, You Live & Learn Coordinator, Digital Inclusion Officer & our freelance Marketing Coordinator, and other staff when required.

### **Contacts:**

- Other members of the Cartwheel team & the Board of Trustees
- Funding bodies, commissioners and sponsors including Arts Council England, Rochdale Borough Council, Greater Manchester Combined Authority and other authorities as appropriate
- Artists, arts companies and VCFSE organisations with whom Cartwheel has working relationships
- Our project partners, participants, volunteers, audiences & members of the public
- Local, regional and national 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.