

Person Specification	Cartwheel Arts
Managing 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

These will be assessed at both application & interview stages

Experience

- Strong leadership skills with the ability to provide strategic direction and inspiration
- Strategic leadership skills including business & income planning and partnership working
- Track record in generating income through a range of sources including trusts and foundations, earned income and private giving / donations
- Experience of HR policies and procedures, including line management of a staff team
- Financial management, setting & overseeing budgets & reporting to relevant stakeholders
- Setting, monitoring and evaluation of programme and organisational outcomes
- Writing and developing policies, ensuring organisations comply with legal and statutory obligations
- Supporting organisations who deliver work in areas of high deprivation and in diverse communities
- Experience of promoting Equality, Diversity & Inclusion within an organisation
- Ability to problem solving and working under pressure
- Delivering marketing & communication strategies
- Fostering good relationships with and reporting to a voluntary Board of Trustees
- Building and maintaining strong partnerships with other organisations

Knowledge

- The cultural or voluntary sector and its value within a community cohesion context
- The administrative and operational needs of a small company
- Understanding of the marketing and communication needs of an arts organisation

Skills & Abilities

- Ability to work collegiately as part of a small, dedicated team

- Ability to promote and represent the company to a wide range of audiences
- Excellent verbal and written communication skills
- Appropriate IT skills to include word processing, spreadsheets and databases

Personal Qualities & Commitments

- Commitment to Cartwheel's core mission, vision and values [Vision, Mission & Values \(cartwheelarts.org.uk\)](https://www.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

Further Information

- Based at the Cartwheel office in Heywood but representing the company throughout the region. Hybrid working available but we expect the post-holder to work 2-3 days in our office, one of which must be a Wednesday
- 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