



Welcome from Community Arts North West (CAN) and the Board of Trustees

Thank you for your interest in joining CAN.

We are seeking an exceptional Executive Director/Co-CEO to help lead our next chapter. Operating across Greater Manchester, CAN is an ambitious and innovative charity working at the intersection of arts, migration, and social change. For almost 50 years, we have collaborated creatively with diverse communities, particularly those with lived experience of migration, to champion inclusion, amplify voices, and create meaningful cultural impact.

Working in equal partnership with our Artistic Director, you will provide strategic and operational leadership, ensuring the organisation's financial, organisational, and governance foundations are as strong and forward-thinking as its artistic practice. Together, you will shape CAN's future vision while leading an inclusive, resilient, and values-driven organisation.

We are looking for an experienced leader from the arts, cultural, or voluntary sector with a strong track record in financial management, fundraising, organisational development, and governance. You will bring experience of securing income from a range of sources, including Arts Council England, trusts and foundations, and other strategic partners, alongside a practical understanding of charity regulation and compliance.

As Co-CEO, you will cultivate a collaborative and transparent organisational culture, lead a dedicated team, and build strong relationships across local, national, and international networks. Above all, you will share our commitment

to creativity, inclusion, and social justice, and be excited by the opportunity to use your leadership to support positive change through the arts.
If this opportunity inspires you, we would be delighted to hear from you.

Yours sincerely,



Denis Skelton
Chair of Trustees

To apply, please:

1. Download the Job pack and application form from <https://comartsnw.org.uk/get-involved/opportunities/>
2. Complete the application explaining how your skills and experience meet our criteria and have delivered positive results.
3. Email your completed application and equality monitoring form to recruitment@comartsnw.org.uk.

For an informal discussion about the role, please also email recruitment@comartsnw.org.uk to arrange a suitable time.

Closing Date: 22 June 2026, Midday

If you do not hear back from us by the 25 June, please assume that you have not been shortlisted for the role.

In person Interviews: 1 July 2026

Location: 61 Old Birley street, Hulme Manchester, M15 5RF

There may be a follow up conversation, which will be arranged with the candidate at a convenient time.

CAN is committed to equity and actively encourages applications from individuals of all backgrounds, particularly those underrepresented in the arts sector.

Accessibility:

If you require any adjustments or accommodations during the recruitment process such as alternative formats for application materials, additional support for interviews - or if you have specific access requirements, please don't hesitate to contact recruitment@comartsnw.org.uk We will work with you to ensure that reasonable adjustments are made to meet your needs. You're encouraged to share any access requirements you may have for interviews in a covering note with your application.

ABOUT CAN

CAN is a dynamic and innovative charity focused on arts, migration and socially engaged practice. For almost 50 years, we have worked creatively with diverse communities, particularly people from migrant backgrounds, across Manchester and surrounding areas. Our creative work is delivered through three strands: Young People, Communities and Artist Development. We also strengthen the organisation through sector development and organisational development.

OUR VISION

An inclusive world where everyone has access to the power of creativity

OUR MISSION

To create accessible creative opportunities that empower, inspire and give agency to diverse communities.

OUR AIMS

- Provide creative opportunities and supportive spaces where communities across Greater Manchester can thrive personally, socially and creatively.
- Reduce barriers for marginalised communities by offering free, inclusive and accessible cultural experiences across Greater Manchester.

- Place community voices at the centre of our work through meaningful collaboration and co-creation.
- Promote social justice by championing equity, diversity and inclusion, and by celebrating representation across our organisation.
- Build meaningful partnerships that strengthen our reach, engagement and quality, and embed us in Greater Manchester's cultural and voluntary sectors.

OUR VALUES

- **Creative** - We are imaginative, curious and open to new ideas.
- **Inclusive** - We value diversity, make our work accessible and ensure everyone is welcomed.
- **Collaborative** - We are people-led, relationship-based and strongest when we work together.
- **Integrity** - We are grounded in our history, resilient in our practice and committed for the long term.



CREATIVE PROGRAMME

YOUNG PEOPLE

CAN Young Artists is an intercultural youth arts programme for diverse young people, with a focus on those primarily from refugee and asylum-seeking backgrounds. It offers opportunities to co-create and share multidisciplinary work with CAN staff and Greater Manchester artists, supporting creative development and providing inclusive, meaningful access to the arts for those less likely to engage otherwise.

COMMUNITIES

Our work with communities is vast and wide ranging and reaches across Greater Manchester. The programme focuses on engaging underserved diverse communities and co-creating work which explores community interest, needs and aspirations. We collaborate with communities and partners to deliver workshops, consultations, projects, events, exchanges and festivals which represent diverse communities, platform their work and elevate their voices.

ARTIST DEVELOPMENT

Our Artist Development programme evolves through collaboration, consultation, and co-design with diverse local artists. It responds to artists' needs, support new thinking in the sector, and informs CAN's work, while training, upskilling, and amplifying underrepresented voices in Manchester and the UK cultural workforce.



OUR APPROACH

The young people and communities CAN works with are our greatest asset. Our work will be co-designed and co-created with them; ensuring programmes are responsive, representative, and relevant.

1.CO-CREATION

The young people and communities CAN works with are our greatest asset. Our work will be co-designed and co-created with them; ensuring programmes are responsive, representative, and relevant.

2.CREATIVE AMBITION

We will centre creative ambition and artistic excellence in all our work, partnering with Manchester arts organisations and cultural venues to strengthen visibility, quality, and artistic ambition.

3.PARTNERSHIP WORKING

Building on current partnerships and establishing new ones will enable us to deliver this diverse programme of work impactfully. Partners will include voluntary sector organisations, cultural venues, arts organisations, heritage spaces, universities and grass roots collectives.

4.SECTOR DEVELOPMENT

Alongside our programme delivery, CAN will contribute to wider sector learning through sharing knowledge, approaches and best practice.

5.ORGANISATIONAL CULTURE

CAN will invest in its people, by developing an organisational strategy centred on development, experience and wellbeing, creating a caring, inclusive, and future-focused culture where people feel safe and valued.

6.EQUITY, DIVERSITY AND INCLUSION

CAN is committed to equity, diversity and inclusion, working with diverse young people and communities, with a focus on migrant backgrounds. Our staff, artists, and board reflect the communities we serve.

We are actively engaged in sector-leading networks including the Always Everywhere research project, Greater Manchester Equality Alliance, and the

Tamasha Global Majority CEO Network, ensuring our practice remains connected, accountable, and informed by best practice.

7.ENVIRONMENTAL IMPACT

CAN is committed to ongoing learning, reflection, and growth to ensure our environmental action is meaningful, long-term, and authentic. Sustainability will be embedded across our operations and creative work, shaping what we produce and how we work.

8.EVALUATION

CAN has a robust evaluation framework to monitor delivery, assess artistic quality, and measure impact. Reflective practice is embedded across the organisation, with staff, freelancers, artists, and trustees using evaluation to learn, improve, and directly inform future planning and delivery.



Photography by Shirlaine Forrest

Community Arts North West (CAN) Job Description

Executive Director/Co-CEO

- Job Title:** Executive Director/Co-CEO
- Hours:** Part-time, 30 hours per week (four days per week) with occasional evenings and weekends
- Term:** Permanent
- Location:** Hybrid, with [3] days per week at our office in Hulme, Manchester
- Reports to:** The Chair of the Board of Trustees
- Salary:** £42,000 FTE (Pro rata of £33,600) plus a 5% employer pension contribution
- Holidays:** 25 days, plus bank holidays (pro rata)

About the Role

The Executive Director provides strategic and operational leadership for CAN. Working as Co-CEO alongside the Artistic Director, the Executive Director ensures the organisation remains financially resilient, well-governed, and at the forefront of the participatory arts sector. The role ensures CAN's operational backbone is as creative and resilient as its artistic output.

Responsible to: Board of trustees

Duties and responsibilities

1. Strategic leadership and representation (Joint responsibility)

- Lead the organisation's long-term visioning process in collaboration with the Artistic Director and Board.
- Actively cultivate a collaborative, transparent partnership with the Artistic Director, ensuring unified leadership and consistent communication with the Board and staff.
- Jointly drive the creation and implementation of the organisational strategy and business plans.
- Act as the primary representative for CAN, ensuring the company is strategically positioned within the arts and charity sectors locally, nationally, and internationally.

- Build and maintain high-level partnerships and networks to support CAN's mission.
- Attend CAN creative events, festival and activities, offering support to the wider team as reasonably required.

2. Financial oversight (Lead responsibility)

- Hold responsibility for financial oversight, including budget setting, monitoring, and long-term financial sustainability.
- Ensure key financial decisions are made jointly with the Artistic Director and Co-CEO, reflecting shared responsibility and equal leadership across the organisation. Ensure the efficiency of finance administration in coordination with the General Manager.
- Provide the Board with regular, clear financial reports and forecasts to support strategic decision-making.
- Maintain the organisational risk register, ensuring mitigation strategies are in place

3. Fundraising (Lead responsibility)

- Lead the organisation's fundraising strategy, identifying and securing income from diverse sources including Arts Council England, trusts, foundations, and corporate partners.
- The Executive Director and Co-CEO will work collaboratively with the Artistic Director to develop and deliver fundraising strategies that support the growth, development and long-term evolution of the creative programme, while creating space for new and evolving work.
- Research and develop new income streams to diversify the organisation's funding base.
- The Executive Director will lead relationships with funders and act as the main point of contact between the organisation and its funding partners, ensuring they are regularly updated on key developments, activity and funding requirements.

4. Project reporting (Lead responsibility)

- Oversee robust and accessible project reporting systems to ensure all stakeholders and funders are kept informed of progress and impact.
- Ensure all grant conditions and reporting deadlines are met with high-quality data and narrative content.
- Act as the lead for data protection compliance, ensuring relevant policies and information management systems are robust.

5. HR, people management and safeguarding (Joint responsibility)

- Develop and lead the organisation's HR strategy, ensuring a culture of inclusivity and professional excellence.
- Directly manage the Administration Team and provide leadership to the wider staff body.
- Oversee staff development initiatives in partnership with the Artistic Director.
- Act as the strategic lead for Safeguarding, working in collaboration with the Artistic Director to ensure policies and practices are robust, regularly reviewed, and embedded across the organisation.

6. Governance (Joint responsibility)

- Work closely with the Board of Trustees to ensure high standards of governance and statutory compliance.
- Support the Lead on Board in its recruitment, induction, and development processes.
- Ensure all legal and regulatory requirements (Charity Commission, Companies House, etc.) are fulfilled.
- Oversee the day-to-day activities of the board, co-ordinate board meetings and ensure policies are actioned.

7. Marketing and communications (Lead responsibility)

- Provide strategic oversight for the organisation's marketing and communications strategies to ensure a strong, consistent brand and effective audience engagement.
- Oversee the organisation's digital platforms, systems and spaces to support communications, engagement and operations in collaboration with the general manager.

General

- Carry out any other duties as may be reasonably requested
- Be conversant with all aspects of the operation and willing to cover and provide support should the need arise.

Community Arts North West (CAN) Person Specification Executive Director/Co-CEO

Although we are keeping direct experience/knowledge requirements to a minimum, please use your cover letter to demonstrate your capabilities regarding each point below. Where relevant, use your answers to illustrate how your skills and experience have helped you achieve positive results. This will give you the best possible chance of being shortlisted.

1. Proven experience in a senior leadership role within the arts or charity sector, with a track record of developing and implementing long-term organisational strategies and business plans.
2. Experience in financial oversight, including budget setting, monitoring accounts, and ensuring long-term financial sustainability.
3. Proven track record of managing funding relationships and producing high-quality reports, budgets and evaluations
4. Demonstrated success in working collaboratively and effectively with an Artistic Director to co-lead, make decisions, and plan strategically together.
5. Demonstrated success in overseeing a fundraising strategy and securing income from diverse sources, such as Arts Council England, trusts, and corporate partners.
6. Experience in building a healthy, inclusive team culture, with strong people management skills and the ability to lead, develop and motivate staff.
7. Practical knowledge of charity governance and statutory compliance
8. Ability to oversee high-level marketing and communication strategies to ensure a consistent brand and strong sector presence.

9. Ability to build and maintain high-level networks and strategic partnerships.
10. An understanding of and commitment to the values of Community Arts Northwest, particularly regarding social issues, diversity, working with refugees and asylum seekers and other marginalised groups.