



## Community Arts North West (CAN) Job Description Executive Director/Co-CEO

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