**Chief Executive Officer**

**Reports to:** Chair of Trustees

**Hours:** Full Time

**Responsible for:** Director of Professional Development, Commercial Director, Chief Operating Officer

**Salary:** £75,000 - £85,000 pa

**Holiday Entitlement:** 30 days paid holiday per annum (pro rata), inclusive of 8 Statutory Bank Holidays, increasing by 1 day for each year of service from 1st September up to a maximum of 35 days per annum (pro rata).

**About the National Centre for Circus Arts**

The National Centre for Circus Arts is a registered charity and an independent Higher Education provider registered with the Office for Students, and is one of Europe’s leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community. We continue to develop our creation and production capabilities and are striving forward in both initiating, supporting and creating high quality work that can tour regionally and nationally. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

**PURPOSE OF THE POST**

The Chief Executive Officer (CEO) is responsible to the Board of Trustees for the overall leadership of the organisation. They are the Accountable Officer for the Higher Education programme and hold overall responsibility for the relationship with the Office for Students and compliance with the terms and conditions of registration as a higher education provider.

They will lead the strategic direction of the organisation which they will develop, implement and monitor in collaboration with the senior management team supported by the Board of Trustees. The CEO will work with the Board of Trustees to ensure accountability and informed decision making for the management and governance of the organisation. They will exercise oversight of all management and financial decisions and will ensure legal compliance.

The CEO will be an outstanding leader ensuring all strands of activity contribute to shared objectives and will promote collaboration throughout the organisation. They will set standards and demonstrate a commitment to diversity, access, education, training and skills development for staff and students alike.

The CEO, alongside members of the senior management team, will be an advocate and ambassador and will lead on raising the profile of the organisation, championing the art form in the wider cultural sector. They will manage relationships with key stakeholders, potential and existing supporters and donors and will be comfortable working at the most senior levels as well as with grass roots organisations and individual artists. Understanding and engagement with international, national, regional and local contexts and policy agendas related to the development of the arts and education will be critical for the post holder.

**MAIN RESPONSIBILITIES**

* To be the Accountable Officer and to report to the Board of Trustees on all matters.
* To lead on the development of the National Centre’s vision, strategy and business carrying it through to ensure implementation and delivery of objectives.
* Ensure all National Centre programmes of activity are delivered to the required standards and are regularly reviewed.
* Ensure the Higher Education Programme maintains the highest possible academic standards exceeding basic compliance requirements.
* To ensure all students and participants on all programmes are provided with an exceptional learning experience in a welcoming professional environment and are active participants in a creative community.
* To lead and develop the overall organisational culture, supporting and mentoring all direct reports encouraging a collaborative approach to working that contributes to clear and effective communication throughout the organisation.
* Ensure that effective partnerships are built with other organisations to expand the reach of our work.
* To keep abreast of education developments, best practice, and policy changes in order to identify and introduce appropriate innovation.
* To seek out opportunities to develop work that will support the wider circus sector.

**Details of responsibilities**

**Governance**

* To work with the Chair of Trustees to ensure all regulatory requirements are fulfilled and that the organisational strategy is reviewed and refreshed by the Board of Trustees.
* To attend all Board meetings and meetings of all of the Board’s Subcommittees (currently Finance, Renumeration and Nominations, and Audit).
* To work with the Chair of Trustees to ensure robust self-evaluation processes are developed and implemented for the Board and throughout the organisation.
* Ensure the risk register is updated regularly and shared with the Board and Sub-committees.
* To work and liaise with the Chair of the Trustees, Chairs of the Subcommittees and Trustees on any matters arising.
* To support on Trustee recruitment and ensure the Board of Trustees is well populated with a diverse membership who will contribute to the ongoing strategic development of the organisation.

**Financial management**

* Maintain oversight of all budgets liaising with budget holders, the COO and other members of the senior management team and the Head of Finance as necessary to track income and expenditure and ensure accurate forecasting through the year.
* Work with the Senior Management Team and Head of Finance to produce annual and longer-term budgets, modelling a variety of scenarios as appropriate, and presenting budgets for approval to the Finance Committee and Board.
* Ensure financial reporting is fit for purpose and is useful for all users of this information.
* Maintain oversight of the five-year forecast and support the development of a scenario planning approach to monitor risk.

**Management and organisational strategy**

* To support the development of an appropriate and effective management model that reflects the position of the organisation, retains high levels of accountability and minimizes bureaucracy.
* To ensure the effectiveness of the senior management team making sure that all training, support and performance management is delivered.
* To lead the Senior Management Team, with support from Board of Trustees to develop and deliver organisational strategy, engaging Heads of Department and other staff to ensure a collaborative approach to strategic planning is taken.
* Ensure that all actions coming from compliance requirements and the Board of Trustees are progressed and implemented.
* To implement effective strategies for leading and managing change.
* To monitor and advise on organisational structure to best meet the National Centre’s strategic and business objectives and to support securing resources to achieve this.
* To contribute to the development and maintenance of all policies and processes for the National Centre.
* To support the design and delivery of strategic initiatives to ensure excellent HR practices across the National Centre, including succession planning, recruitment and selection, training, development and employee support and engagement.

**Manage relationships with key stakeholders and partners**

* To build and sustain relationships across the whole range of funding opportunities (statutory, individuals, trusts and foundations etc).
* To lead on all external relationships and to support other members of the senior management team with relationships they hold.

**Leadership & people management**

* Provide inspiring, clear and visible leadership to all staff.
* Champion the organisation’s commitment to personal development, up-skilling and collaborative vision building. Attract and inspire top talent across all relevant disciplines.

**PERSON SPECIFICATION**

**Experience**

*Essential*

* Experience of working as a senior leader in an arts organisation, charity or in Higher Education.
* An understanding of the importance of education, outreach and skills training.
* A keen interest in and broad knowledge of the arts and education.
* Experience of writing, presenting and successfully implementing policy and strategy and setting appropriate future action.
* Experience of effective partnership working and developing and maintaining good relationships with stakeholders.
* Experience of effective resource management, including successful fundraising in the public and private sectors.
* Evidence of collaborative and inspirational leadership skills.
* Experience of working with a Board of Trustees in a charity or educational setting.
* Experience of working in partnership with others in the wider performing arts sector
* A commitment to the development of inclusive practices.

*Desirable*

* An understanding of current policy and regulatory processes in Higher Education and charities.
* Knowledge and experience of UK arts policy and funding.
* Working in a leadership role in an educational environment driving successful student outcomes through a focus on learning and teaching.
* Understanding of the international circus arts sector.

**Skills**

*Essential*

* Vision setting and leadership experience.
* Financially numerate with experience of managing, setting and controlling budgets.
* Successful fundraising experience and ability to identify and develop new sources of income.
* Commercially astute.
* A good understanding of UK charity governance.
* Experienced leader and manager with the ability to inspire confidence in the team.
* An interest in circus arts.
* Excellent interpersonal and communication skills with the ability to establish trust and respect at all levels internally and externally.
* A strong commitment to widening participation and increasing access to the arts.

*Desirable*

* Experience of working in arts education or a conservatoire.
* National and international connections in performing arts training.
* National and international connections in the performing arts and circus.

**Personal attributes**

* A confident and inspirational leader with the ability to influence and support a team.
* Pro-active, flexible and collaborative approach to seeking solutions to problems.
* Understanding of and commitment to equality, diversity and inclusion.
* An ability to adapt to change and to guide others through challenging processes.
* An ability to innovate and find creative solutions to problems while encouraging others to do the same.
* Well organised with a high level of attention to detail and the ability to keep track of multiple priorities.
* Well-developed advocacy, facilitation and negotiation skills.
* High level of self-motivation and resilience.