

ART IN HEALTHCARE CHIEF EXECUTIVE

Full time, based in Edinburgh £29,361 - £32,421

Art in Healthcare is a Scottish charity based in Edinburgh using its collection of more than 1,600 works of contemporary art to transform healthcare environments throughout Scotland. The charity was established in 1991 and has developed in recent years to also offer art workshops including a social prescription programme - Room for Art - which is currently funded by the National Lottery Community Fund and the Integrated Joint Board of the Edinburgh Health and Social Care Partnership. Art in Healthcare's work is guided by a Strategic Plan which aims to maximise the positive impact of visual art for health and wellbeing. The charity has also developed its expertise in art for people affected by dementia and is now seeking to consolidate and further expand this activity. Art in Healthcare has a strong track record of working collaboratively with partners in community health, the NHS, arts organisations, Trusts & Foundations and commercial sponsors. All of Art in Healthcare's work to achieve positive health and wellbeing outcomes is supported by professional artists. We are now seeking a Chief Executive to take the work of the charity forward at this exciting time for the development of art and health practice in Scotland. Further information can be obtained from <https://www.artinhealthcare.org.uk/news-entry.php?post=116&title=vacancy-chief-executive>

Main purpose of the role

The Chief Executive supports the development of the charity by providing strategic leadership and is responsible for Art in Healthcare's administration and financial management. The Chief Executive role includes key responsibility for preparing funding applications and securing income from a range of sources.

Working closely with the Board, the CEO develops long-term strategy and has lead responsibility for budget and business planning. The CEO ensures that Art in Healthcare remains focused on achieving the strategic purpose of the charity and ensures that the organisation complies with the law and all relevant regulations. The Chief Executive is responsible for the line management of staff including the Office Manager, Collection Manager and Outreach Manager.

Key tasks and responsibilities

Strategic

- To work with the Board and the staff to develop and deliver the organisation's Strategic Plan;
- To grow the organisation's public profile. To influence key stakeholders and develop or extend relationships with Scottish Government, local authority departments, NHS Boards, charities, private sector agencies and all user groups including health service users, staff and the general public;
- To build the income streams of the organisation by identifying and negotiating new funding opportunities from the private, public and third sectors and through a range of fundraising activities.
- To work with the Collection Manager to develop the Art in Healthcare collection and ensure that this important resource can be accessed widely by people with health and care needs throughout Scotland;
- To research and develop greater understanding of how visual art can impact on healthcare settings, to share understanding and to implement approaches to improve healthcare experiences for all service users.

Leadership and management

- To line manage the staff team and provide support to freelance artists and volunteers as required;
- To develop the organisation's operational plans and policies and lead on their implementation;
- To work with the Finance Committee to formulate the annual budget and work with the Office Manager to review the organisation's finances for reporting and planning purposes;
- To ensure that the organisation's policies are relevant and fair and that the organisation is managed in line with legislation and current best practice.

Communication

- To be the principal spokesperson for the organisation in order to promote the organisation's business and mission and develop productive relationships with key stakeholders;
- To seek opportunities to expand and promote awareness of the charity's work to healthcare services, the government, the media and the public;
- To prepare and present funding applications and lead the team to develop and implement programmes of evaluation, prepare reports for funders, etc. as required.

General

- To be familiar with and adhere to the charity's policies and procedures;
- To promote equal opportunities including anti-discriminatory practice;
- Committed to continuous professional development including support for the development of the staff team;
- To maintain confidentiality at all times;

- To undertake any other duties and/or responsibilities in connection with the leadership and management of the Charity as the Chair and Board of Directors may from time to time direct.

Applicants should send a CV and a covering letter indicating how they meet the job specification criteria to recruitment@artinhealthcare.org.uk no later than midnight on 17 May 2019.

Candidates who would like to have an informal discussion about the post can contact John Wilson, Chair of the Board, by email in the first instance at mrjohnwilson58@outlook.com

Anticipated interview date: Wednesday 29 May 2019 in central Edinburgh.

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PERSON SPECIFICATION

CRITERIA	Essential	Desirable
Knowledge		
Good understanding of the health and wellbeing benefits of engaging with art	E	
Knowledge of management processes and procedures to ensure good business planning and delivery	E	
Knowledge of Scottish visual arts sector		D
Knowledge of the community health sector and the NHS		D
Experience		
Track record of successfully developing and delivering projects and services, preferably in the health and/or arts sector	E	
Extensive experience of developing and maintaining effective relationships with key stakeholders and influencing them to achieve agreed outcomes	E	
Experience of working in partnership with external	E	

agencies, organisations and venues		
Successful fundraising experience	E	
Experience of securing commercial sponsorship		D
Experience of raising the profile of an organisation and promoting its achievements	E	
Experience of setting objectives and evaluating success	E	
Experience of managing staff and/or volunteers		D
Digital innovation experience		D
Skills & competences		
Strategic planning skills	E	
Financial planning and budget management skills	E	
Written communication skills including report writing	E	
Excellent interpersonal skills	E	
Team leadership skills	E	
Presentation skills	E	
IT literacy	E	
Ability to prioritise work and meet deadlines	E	
Qualifications		
Degree or equivalent professional qualification which demonstrates academic achievement and competence	E	
Management qualification		D
Other requirements		
Commitment to Art in Healthcare's vision, mission and values	E	
Right to work in the UK at the time of application	E	
Current driving licence		D
A commitment to professional development	E	