



**FORGAN ARTS CENTRE
CENTRE DIRECTOR SPECIFICATION**

	ESSENTIAL	DESIRABLE
EXPERIENCE KNOWLEDGE & SKILLS	Leadership - with strong people management and development expertise	Senior management experience within 3rd sector, arts/creative organisation
	Change Management - especially in relation to scaling up an organisation	
	Facilities Management – experience of managing buildings, grounds and services	Knowledge of the Equality Act 2010 and how to cater for disabled people and other protected characteristic groups
	Financial Management – experience of day to day financial management including budgeting and reporting.	
	Business Development – strategy and planning with a proven track record in raising money via grant funding applications and trading activities e.g. income generation	
	Community Development - identifying and understanding community needs and developing opportunities to deliver benefits	Understanding of Scottish Government priorities regarding Health, wellbeing, arts, culture and communities
	Project Management - from conception and planning to delivery and assessment	
	Organisational skills including scheduling, working with deadlines and future planning	Experience in HR, Health & Safety, IT
	Partnerships Development involving social enterprises, public, 3rd & private sectors	
	Monitoring and Evaluation - for Reporting, Funding and Business Development	
	Excellent Written & Oral Communication and Presentation Skills	
	Eligible to work in the UK	Full current Driving License
PERSONAL QUALITIES	Confident , ambitious ,enthusiastic individual	
	Strong Leader capable of managing and motivating staff	
	Collaborative and Flexible - directly report to Board of Trustees, provide leadership towards team working	
	Good influencing and negotiating skills - Ability to bring disparate groups together to collaborate	