

## **Glasgow Connected Arts Network CiC Executive Director**

### **Job Description**

**May 2022**

## **Glasgow Connected Arts Network**

### **Interim Executive Director (parental leave )**

## **Job Description and Specification**

### **The Organisation**

Glasgow Connected Arts Network improves health, wellbeing and future prospects within the city by supporting a strong, capable and confident participatory arts sector.

We aim to:

- Promote and nurture supportive and mutually beneficial partnerships and collaboration
- Provide practical support and information to allow the sector to develop excellent practice
- Support the development of participatory arts programmes in areas where they are most needed
- Represent and advocate for the value, needs and rights of the artistic community at a strategic level
- Provide routes for disadvantaged young people to develop careers in the creative industries

Underpinning these aims are our three values of Diverse Representation, Accessibility and Connection.

We support work which celebrates our differences, promotes equality and improves access to the arts for marginalised groups. We support work which extends the reach of Artists and Organisations to communities that do not have adequate access to the arts with a focus on sharing learning with others and working together. We will develop guidelines, share learning and reach communities where there is low provision of creative activities. We seek to bring people together to promote and develop Participatory Arts programmes. We

actively support Artists and Organisations to work with each other and communities through partnership initiatives.

## **JOB DESCRIPTION**

**Job Title:** Executive Director

**Reports to:** The Board of Directors

**Direct Reports:** Membership and Comms Coordinator; Youth Arts Coordinator; Finance Officer; Short Term Freelance Contractors

**Hours:** 21 hours per week

**Salary:** £34,600 per annum FT (£21,796 pro rata 21 hours per week)

We would also consider a freelance option with a fixed fee.

Term: June 2022- May 2023

**Location:** Home working

### **Role Purpose**

The purpose of the role is to lead strategically and manage the operations of Glasgow Connected Arts Network (CiC)

### **Key Responsibilities**

#### **Leadership, Management & Governance**

- Report to the Board of Directors at regular Board meetings and liaise with Board thematic subgroups
- Recruit, lead, develop and motivate core and temporary freelance team members providing line management and regular professional development reviews.
- Ensure all HR policies are up to date and implemented effectively

#### **Development and Fundraising**

- Placing Glasgow Connected Arts Network in the strongest position possible within the city's participatory arts sector with long and short term strategic planning, including the implementation of our new business plan
- Identify, develop and manage income generation possibilities, including trading opportunities and sponsorship
- Oversee and manage the development of the new Glasgow Arts Partnership
- Lead on applications and report to a wide variety of appropriate grant-making trusts and foundations
- Maintain and develop relationships with existing funders; establish relationships with new funders and donors, as appropriate

## **Network Development**

- Oversee continued development of our membership including artists, local and national arts organisations and educational institutions
- Represent and advocate for our membership at key local and national forums
- Consult with and provide advice and support to our membership on the issues affecting them within the participatory arts sector
- Develop and maintain an up-to-date knowledge of the cultural environment and participatory arts sector including, but not limited to, rates of artist fees, government policy, national frameworks and innovative working practices

## **Programme Management**

- Ensure the smooth delivery, monitoring and evaluation of our annual programme including the Professional Development Programme incorporating Training Workshops, #CreativeConnect networking events and 1-to-1 Support Sessions for the network. The programme also includes our Create Grant small grants scheme and Glasgow Arts Partnership Consortium.
- Oversee the continued development and delivery of The Young Emerging Artists Programme including The Bold Collective and Participatory Arts Short Course.

## **Finance & Administration**

- Oversee day to day financial management, with support from the Finance Administrator
- Liaise with the Finance subgroup and the Finance Administrator to create and monitor annual budgets
- Liaise with accountant and prepare annual accounts; report to companies house
- Ensure compliance with policy regulations in line with being a CIC

## **General**

- Adhere to all other legislative and regulatory requirements including for example, Health & Safety reporting, safeguarding adherence.
- Any other reasonable duties as requested by the Board.

## **PERSON SPECIFICATION**

- Significant experience at management level with experience of directional leadership to staff and the ability to inspire others, in an arts context
- Demonstrable understanding of and commitment to the participatory arts sector
- Familiarity with the arts and cultural sector in Glasgow, the West of Scotland and more widely
- Strong entrepreneurial and financial skills with experience in income generation
- A proven track record in building and maintaining partnerships

- Excellent interpersonal skills to enable effective relationships to be developed with a wide range of funders, stakeholders and staff
- Credibility to represent and advocate for the participatory arts sector at local and national level
- Excellent planning, organisation and delegation skills – able to work well under pressure. Ensures that all personal and team deadlines are achieved
- A commitment to the values of inclusion and diversity
- A commitment to improving access to the arts
- Experience of working closely with, and reporting to, a Board of Trustees
- Able to work flexibly including some evenings and weekends and travel to other locations as necessary.

### **Desirable**

- Experience of tendering for contracts
- Experience of a membership scheme
- Experience in the third or social enterprise sector
- Strong IT and marketing / social media skills

The successful candidate will be subject to a PVG check and satisfactory references.

Glasgow Connected Arts Network is a committed equal opportunities employer. We welcome applications from those who are significantly underrepresented in our sector.

**To apply:** If you would like an informal chat please email [boardofdirectors@glasgowcan.org](mailto:boardofdirectors@glasgowcan.org) and we will arrange a call. If you would like to apply please submit a CV and detailed cover letter to [boardofdirectors@glasgowcan.org](mailto:boardofdirectors@glasgowcan.org) Please ensure that your cover letter addresses the job description with relevant, up to date examples and is no more than two sides of A4. The closing date is Thursday 26 May 5pm. Interviews will take place in person on Tuesday 7 June 2022.