



**Firefly Arts seek a p/t (0.8) Chief Executive Officer to lead this vibrant youth arts organisation, providing quality and transformative arts experience for young people across West Lothian.**

Applicants should have experience of leading arts, youth, third sector and/or charitable organisations, and have extensive financial management, fundraising, strategic partnership and staff management skills. Creative vision and commitment to quality and inclusive arts practice are also important.

Collaborative practice lies at the heart of Firefly's ethos. The post-holder will be expected to liaise closely with Firefly's Artistic Director, and actively support Firefly's team of skilled arts practitioners, artists and technical specialists. The CEO post will be supported by Firefly's p/t administrator and bookkeeper.

Known for outstanding quality Firefly is West Lothian's top provider of accessible drama, film, music, visual arts, dance and creative writing activity for children and young people aged 5 to 25 years.

Our workshops, school, community and training programmes provide a safe and supportive environment for participants to explore their world and challenge themselves. Our vision is that all young people in West Lothian are confident, creative and resourceful and are skilled up for positive and proactive futures.

This is a p/t 0.8 (30 hours per week) post, based at Howden Park Centre, Livingston. The successful applicant will be required to work occasional evening and weekend hours, and to travel to projects across West Lothian.

The CEO will be required to report regularly to Firefly's Board of Directors, and comply with funder, OSCR, local authority and Scottish Government guidelines.

A salary of £36,000 to £40,000 per annum pro rata is available, to be negotiated in line with skills and experience.

Applicants should email a CV and letter of application to [helen@firefly-arts.co.uk](mailto:helen@firefly-arts.co.uk) that outlines their interest in this post, their commitment to youth arts and the wider cultural sector, the skills and qualities that they would bring to Firefly.

Deadline: 7pm, 17<sup>th</sup> July, 2023

Please see below for a full job description.

## **Firefly Arts Ltd. Chief Executive Office Job Description**

### **Key responsibilities**

- Financial management, fund-raising, budgeting, monitoring and reporting.
- Charity and organisational compliance, including OSCR requirements, health and safety, safeguarding, employment, Covid guidelines and GDPR legislation.
- Staff management, recruitment, support and supervision.
- Strategic partnership development, with particular regard to West Lothian Council, West Lothian Health and Social Care Partnerships, Creative Scotland, Youth Theatre Arts Scotland, Federation of Scottish Theatre and other local and national arts providers.
- Community partnership development, including representation on West Lothian's third sector, children and family, youth services and mental health forums.
- To work with, and report to, Firefly's Board of Directors.
- To lead on complaints, concerns and grievances raised by service users, their families and carers, project partners workers, staff and freelance artists/technicians.
- To coordinate marketing, communications and publicity tasks.

### **To liaise with Firefly's Artistic Director to:**

- Develop and programme quality and inclusive youth arts activity across West Lothian
- Maintain professional development and training opportunity for core staff and freelance artists.
- Champion quality, inclusive and sustainable arts provision for children and young people across West Lothian.

### **Required experience, skills and qualities**

- Experience of leading third sector or charitable organisations; including financial management, fundraising, partnership development and staff management.
- Experience of, or commitment to, transformative and inclusive youth arts practice.
- Excellent IT, literacy, reporting, and presentation skills.
- Excellent time-management skills; capacity to meet deadlines, respond calmly and effectively to challenging situations.
- Excellent social and communication skills; with particular regard to children, young people, their families and carers.

### **Desirable**

- A current driving licence and access to own transport.
- Social network, viral platform and IT development skills.
- Experience of developing/delivering arts activity for children and young people who are marginalised or have additional support needs.