

## **Chief Executive Officer Creative Youth Job Description**

**Name - TBA**

**Location** - Kingston Upon Thames

**Contract** - The engagement would be for a fixed contract until September 2018, of approximately 136 days (average 4 days a week) on an agreed daily rate (circa £170). Contract to be reviewed in September 2018. Probationary period – three months.

**Reports to** - Chair and Board of Trustees

**Responsible for** – Artistic (Festival) Director – Creative Youth  
Marketing Manager, Creative Youth  
Office & Finance Manager, Creative Youth  
Production Manager, IYAF  
Volunteer Coordinator/Executive Assistant – Creative Youth  
Project Managers – Creative Youth  
Volunteers, Trainees, Apprentices and those undertaking work experience

### **CREATIVE YOUTH MISSION STATEMENT**

The four core aims of Creative Youth (CY) are;

- Enabling young people to realise their potential through the arts
- Equipping young people with the skills and confidence to succeed
- Celebrating the achievements of young people in the arts
- Producing high quality programmes that showcase and support young and emerging artists

### **ROLE SUMMARY**

The CEO of Creative Youth will be responsible to the Board of Trustees for the leadership and direction of the Charity. Manage and implement the strategic plan to build a sustainable financial model and grow the Charity's activities in accordance with the ethos of the organisation. Manage the charity in accordance with the Business Plan and to ensure that, where appropriate, the BP is reviewed and amended in the light of changing circumstances.

### **KEY OBJECTIVES**

- To review the current status of Creative Youth and further develop the Business Plan for its future and growth.
- To liaise with the Chair and Board of Trustees on key policy and strategy decisions.
- To work in partnership with the Chair and Creative Youth Artistic Director to achieve the mission of Creative Youth. Ensure and maintain the values and objectives to developing young people through the arts.
- To ensure the Board is kept informed and provided with materials to exercise effective governance of the Charity.
- To provide leadership to Creative Youth and oversee the development and daily functionality of the Charity.
- To achieve a financially sustainable business model that allows Creative Youth to flourish.

- Ensure the Charity's core services are delivered within available resources and all existing assets, and maximise potential income.
- To oversee the Charity's fundraising programme to ensure maximum income
- To consistently review and develop the plan for the future with the Board and Chair and make key decisions about policy and strategy accordingly.
- To effectively lead the staff and build positive staff morale and performance. Manage and inspire the further development of individuals and the team.
- To review, develop and implement the most effective staff structure in accordance with the needs and financial position of the Charity.
- To ensure that the Charity's ethos and values are applied consistently across the organisation.
- To maintain and develop contacts with supporters and Patrons in partnership with the Chair and Artistic Director, in addition to managing the positive promotion and profiling of the Charity both internally and externally.

### **KEY RESPONSIBILITIES**

- Lead the Charity at a time of growth and work closely with the Chair to determine the optimal rate and direction of development.
- Regularly review the Charity's mission and business plan and ensure it is working to achieve its objectives within budget.
- Manage and facilitate a staffing structure which best supports the organisation's development. Effectively line manage the Senior Management team -
- Facilitate recruitment and training opportunities and the effective management and appraisals of all staff. To provide leadership, supervision and direction to all staff.
- In partnership with the Chair and Artistic Director, to represent the Charity at external events and opportunities and use carefully devised PR and media strategies to further the profile of our work.
- Working closely with the Chair, oversee and implement quality controls and the maintenance of good Creative Youth practice.
- In addition to the relationship with the Board of Trustees and effective management of staff, be responsible for building and maintaining relationships with a number of other key stakeholders, namely: school partners; students; funding bodies: corporate sponsors, trusts & foundations, individual donors; patrons, including the Royal Patron; partner organisations and charities; Government policy makers and local authorities.
- Report to the Board of Trustees on the progress of the Charity on all matters relating to the Board's governance.
- Ensure the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, in accordance with Charity Commission regulations, regulatory bodies and funders.
- In conjunction with the Operations Manager, implement and maintain systems for effective reporting. In consultation with the Chair and Company Secretary, prepare agendas and minutes to highlight key areas for discussion.
- Support the Chair by advising on the structure, composition and engagement of the Board.
- Initiate events and fundraising initiatives. Deliver effective presentations to supporters and potential donors.
- Formulate and manage the annual budget in consultation with the Board of Trustees and Finance Manager in accordance with the Business Plan.

- Ensure the Charity has the resources (human, material and financial) to operate effectively and achieve its core objectives.
- Work with the Finance Manager and Treasurer to ensure the timely and complete preparation of the annual audited accounts and Annual Report for the Charity's end September financial year.
- Develop and implement effective financial control and information systems that allow for efficient reporting to all stakeholders, internal and external.
- Oversee and manage all budget holders and ensure the control of expenditure in line with the annual budget approved by the Board.

### **Skills and Experience Required**

- Experience of working in the Charitable Sector
- Current DBS Check in place
- Management: Experience in a senior management or leadership role within an organisation preferably in either the charitable sector.
- Financial & Planning: Proven strategic understanding of good business and financial planning. Comfortable with managing accurate financial planning and information management systems and proven skill-set and track record of being able to deliver results.
- Strategy Development: Experience in designing and implementing strategic plans.
- Knowledge and
- Leadership: Experience in representing an organisation at senior leadership level. Knowledge of expanding and maintaining the profile of an organisation at events; as a spokesperson and expanding the organisation's network through personal representation.
- Team Player: demonstrable evidence of ability to show authority and maintain good staff morale. Ability to multi-task and work with staff using different skill-sets.
- Diplomatic Management of Key Stakeholders: track record of working with a number of different stakeholders including Board, patrons, senior management team, sponsors and clients. Demonstrable evidence of ability to maintain, nurture and develop links and contacts in the worlds of art and elsewhere.
- Budget: Experience and proven track record of holding and managing budgets.
- Technical: Knowledge of technological systems and IT skills and competent personal IT skills.
- Fundraising: Solid experience in fundraising and knowledge of different funding streams. Proof of creating and delivering persuasive presentations, identifying and networking with stakeholders and achieving clear win-win outcomes with funders.
- Ability to develop strategic partnerships with other organisations, stakeholders and institutions.

### **Skills and Experience Desired**

- Experience of working with children and young people and an understanding of associated regulatory issues.
- Management and recruitment: Experience with HR procedures and best practice on the recruitment of staff.
- Comfortable with working with teams to achieve a good marketing practice, web development, social and multi-media communications
- Experience of working in an organisation through a period of growth.