**National Youth Arts Wales**

**Job pack**

**Chief Executive**

**January 2018**

National Youth Arts Wales (NYAW) is a new company and registered charity, with responsibility for the management and organisation of Wales’ national youth arts ensembles. NYAW was established in autumn 2016 and became responsible for the operation of the ensembles on 1st October 2017. (Previously, some of the ensembles had been run by WJEC and others by Ty Cerdd).

NYAW is funded by the Arts Council of Wales, with additional support from Trusts and Foundations as well as charitable donations. Our main purpose is to provide exceptional training, performance and personal development opportunities for Wales’ most talented young artists

In 2018, the young people who take part in NYAW activities will work with high profile international artists, in projects delivered in partnership with some of Wales’ leading arts companies.

In 2018, NYAW will run six residencies for young people aged between 16 and 22. These are for:

National Youth Brass Band of Wales

National Youth Choir of Wales

National Youth Dance Wales

National Youth Orchestra of Wales

National Youth Theatre Wales

National Youth Wind Orchestra of Wales

These residencies will take place in July and August 2018, although in future years some of them will be held at Easter. From 2019 there will also be a programme of additional projects intended to extend the demographic and geographic reach of the organisation.

The Chief Executive will report to the Board and will be responsible for all aspects of the leadership and management of National Youth Arts Wales. S/he will set the strategic direction for organisation; work closely with artistic delivery partners and associates; lead on financial planning and control, including annual and long-term budgeting; liaise closely with the Arts Council of Wales and other stakeholders; oversee fundraising, marketing and operational management; lead the operational team; and work closely with the Board to develop the organisation and ensure its success.

The NYAW team is small and flexible, expanding at key periods with freelance staff who provide additional support in areas of artistic delivery, welfare and technical.

The team currently comprises: Mathew Jones, Senior Producer, Bizzy Day, Producer, Alex James, Assistant Producer, Catrin Morris, Arts Administration Trainee.

The role of Chief Executive is a full-time role with a salary of circa £45,000.

The role is based at the NYAW offices at Wales Millennium Centre.

**Applications should include a c.v. and covering letter setting out your experience for this role, and should be sent to:** [**peterbellingham@arts-consulting.co.uk**](mailto:peterbellingham@arts-consulting.co.uk) **The closing date is Sunday 28th January 2018.**

**Interviews will take place on Monday 12th of February 2018.**

**JOB DESCRIPTION**

as at 1 January 2018

**Role:**  Chief Executive

**Reports to:** Chair and Board of Trustees.

**Responsible for:** Direct supervision of Senior Producer, oversees supervision of Producer, Assistant Producer and Trainee. (Day to day supervision of these roles lies with the Senior Producer.)

**Key relationships:** Board, NYAW staff team, Arts Council and other major stakeholders, artistic delivery partners, guest conductors and ensemble leaders, guest artists and tutors, participants, music services and arts sector – especially youth arts

**Overview of role:** Responsible for overall artistic vision and strategy, and leadership and management of the organisation including artistic, financial, operational and administrative management. The Chief Executive is responsible for developing and implementing the business plan and ensuring the artistic, financial and operational success of the organisation.

Main aims of the role To provide strategic leadership and direction for National Youth Arts Wales in pursuit of the organisation’s vision, mission and purpose;

To be responsible for the overall artistic vision and strategy and to create an annual programme of residencies, performances and other projects;

To lead and manage the organisation and to be responsible for financial, and operational management, leadership of the staff team, and be responsible for all aspects of business management;

To liaise with the Arts Council of Wales and other stakeholders to create clear objectives and to ensure delivery of those objectives;

To represent NYAW within the youth arts and wider arts sectors in Wales, the UK and beyond as appropriate

**Artistic leadership**

The Chief Executive has overall responsibility for the artistic vision and strategy, and the programme of activities. To achieve this the CEO will

* Recruit and work closely with artistic delivery partners, artistic associates and NYAW producers to create an annual programme of activity for the six ensembles, including residencies and performances, that provides a stimulus for artistic and personal development of the participants.
* Create a programme of development projects which improves the geographic reach and demographic profile of the organisation.
* Develop relationships with other providers within the youth arts sector in Wales and beyond in order to achieve an exciting and dynamic programme of activities.
* Seek and develop relationships with high profile conductors / directors / choreographers in order to ensure each project is led by high calibre practitioners.

**Executive leadership**

The Chief Executive is responsible for the strategic leadership of NYAW and all aspects of its business management

Business & financial management

* To create and maintain a business plan for approval by the Trustees, and to implement the plan.
* To manage the financial aspects of the business including: creating annual budgets and longer-term financial plans; project budgeting; cash flow management; budget control; payments and banking process – working closely with Full Stop Accounts, to whom key financial processes are outsourced.
* To be aware of the company’s financial position at all times and report regularly to the Board and at agreed times to ACW.
* To develop additional income for the organisation from local authorities; and working with a development consultant, exploit other fundraising avenues

Team leadership & management

* To lead and manage the staff team, provide overall leadership for freelance support, and manage relationships with companies providing outsourced functions (e.g. accountancy).
* To create a positive and supportive work environment and a team dynamic in which everyone contributes and works together to ensure the success of the organisation.
* To ensure that team members are fully-motivated and working to their full capacity. To provide opportunities for training and professional development according to the needs of the individual and the organisation.
* To be responsible for all HR matters including contracts, policy updates, disputes, taking specialist advice were necessary. To ensure that all HR policies and procedures conform to legal requirements and best practice.
* To provide line management support for the Senior Producer and overall support for all other members of the team (line managed by the Senior Producer).
* To provide an appropriate system of review and appraisal.

Funding

* To be the main point of contact with the Arts Council of Wales, ensuring that NYAW’s activities represent the overall aims and objectives of ACW as well as achieve any specific objectives set out in the funding agreement. To maintain a positive and creative working relationship with ACW and other funders.
* To prepare funding applications for ACW and work closely with the fundraising consultant on applications for major Trust / donor support.
* To manage relationships with those local authorities that provide annual funding.

Board

* To attend Board meetings and present reports to the Board covering all aspects of the organisation’s remit. To agree with the Chair and Board a list of items that require Board approval (‘reserved matters’).
* To meet regularly with the Chair of the Board to keep her/him informed of any important issues. To agree with the Chair an annual schedule of Board meetings and to agree an agenda for each meeting.
* To prepare and distribute Board agendas, produce minutes and carry out any governance requirements of Companies House and the Charity Commission.

Sector & public profile

* To represent NYAW in the youth arts sector and wider arts sector in Wales, the rest of the UK and, where appropriate, abroad. To share best practice with other similar providers and learn from the good practice of others.
* To create opportunities to collaborate with other providers from the youth arts sector.
* To ensure that NYAW and its work is highly regarded by partners, associates, and others in the arts sector.

**PERSONNEL SPECIFICATION**

**Chief Executive**

The successful candidate(s) will need to pass a DBS (disclosure and barring service) check. If there is any reason why you may not pass a DBS check please disclose this in your application

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| **Essential attributes** | **Desirable attributes** |
| Experience of working within the arts at senior management level | Experience of running a small arts company |
| Demonstrable leadership ability - of organisation, team or department | Experience of working with young people in an arts context |
| Ability to think strategically and to communicate thoughts clearly | Welsh speaker |
| Significant experience of financial management including budgeting and budget management. | Knowledge of youth arts in Wales |
| Experience of creating artistic plans and working with artistic partners / associates | Experience of working with a Board of Trustees |
| Experience or understanding of working as an arts council client | Experience of dealing with HR matters |
| Ability to remain calm and decisive when working under pressure | Previous experience of fundraising including bid-writing |
| Excellent writing skills with the ability to present complex information clearly and concisely | Full driving licence |
| Excellent financial skills with the ability to interpret financial information and report on it clearly |  |
| Able to work flexibly including evening and weekend working at times (mainly auditions and project delivery) |  |
| Able to work significant hours during project delivery and in residency locations |  |
| Able to relate to and communicate effectively with a range of people including young people, artistic partners, artists, sector colleagues,  welfare staff, technical staff, venue staff |  |