

Information pack for the role of Director, Disability Arts Cymru

May 2019

Disability A work of art Creu celf **Arts Cymru**



Cyngor Celfyddydau Cymru
Arts Council of Wales

Disability Arts Cymru (Reg Charity 1176578) is revenue funded by the Arts Council of Wales

Dear applicant

Many thanks for your interest in the role of Director of Disability Arts Cymru.

This is an exciting time to join us. Disability Arts Cymru has a strong track record, and we are proud to be the national organisation for D/deaf and disabled artists and audiences in Wales.

We also recognise that this is the time for a change. Through the leadership of the new Director, there is an opportunity for us to raise our voice, and to be more ambitious in the future to place D/deaf and disabled artists and audiences firmly within the cultural life of Wales.

We are looking for a dynamic leader to make this happen. Someone who is ambitious, confident in their belief and passion, who can operate at a strategic level to create partnerships and influence policy, while also supporting and empowering our passionate team to deliver.

If you think this is you, we'd be delighted to hear from you.

Within this information pack you will find more details about both the role of Director and the process of applying. We wish you all the best with your application.

Yours faithfully

A handwritten signature in black ink, reading "Aled Rhys-Jones". The signature is written in a cursive style with a horizontal line underneath the name.

Aled Rhys-Jones

Chair

How to apply:

Within the application pack you will find a role description setting out the key purpose and tasks for the new Director of Disability Arts Cymru. You will also find the person specification which sets out the experience; knowledge and skills; attributes and qualities that we are looking for in our new Director.

To apply for the role of Director, please complete and return a completed application form, and the equal opportunities monitoring form either by email to Dorothy Haines at Richard Newton Consulting recruitment@richard-newton.co.uk clearly stating Disability Arts Cymru in the subject line, or by post to:

Richard Newton Consulting
21 Cathedral Rd,
Cardiff CF11 9HA

Alternative formats for applications are also available – please contact Dorothy Haines at Richard Newton Consulting dorothyh@richard-newton.co.uk or 029 2039 7341 to discuss this further.

The deadline for applications is 10.00 a.m on 1st July 2019

First interviews will be held in Cardiff on 16th July 2019. Second interviews will be held on 25th July 2019

Please note that we are only able to contact successful candidates, so if you have not heard from us by the date of the interview, please assume that you have not been successful on this occasion.

If you have any specific queries about the role, in the first instance please contact Dorothy Haines at Richard Newton Consulting dorothyh@richard-newton.co.uk or 029 2039 7341.

Disability Arts Cymru

Disability Arts Cymru (DAC) has a rich history, and we are keen to build on this and move towards our vision of a creative and equal Wales where D/deaf and disabled people are central to the arts of our nation.

Nationally there is a growing interest in working with D/deaf and disabled artists and ensuring access for D/deaf and disabled audiences and participants within the wider sector. We believe DAC is well placed to make the most of this positive shift which echoes our own ambitions and values.

This is a timely and exciting opportunity for DAC to maximise on nearly 40 years' experience of working across Wales, to step up and be the clear leader for D/deaf and disability arts in Wales. We want to be at the centre of making a lasting change within the arts sector in Wales through creating opportunities for a myriad of organisations to work with D/deaf and disabled artists who can bring unique and engaging perspectives to their audiences, as well as reinforcing the role of DAC as a support and development agency for these artists. To enable this DAC will work across a spectrum of direct support for artists, through to influencing policy and practice.

Our own ambitions to lead the way in this practice are supported by the emphasis on diversity and inclusion from the Arts Council of Wales. Forward-thinking leadership will provide the potential for DAC to fulfil this leading role, advocating for D/deaf and disabled artists and audiences.

To enable this step up, we are looking for a new Director who can take the reins of the organisation and develop a more significant profile, create effective partnerships and a stronger income base. This is the moment to press the reset button and refresh the vision and purpose of DAC and ensure it is a dynamic contemporary organisation.

The background and context of DAC:

DAC was formed in 1982 and has a wealth of knowledge, skills and experience within the D/deaf and disability arts field. Having evolved from the UK disability/disability arts movement of the early 1980s, the social model is deeply embedded throughout our philosophy and practice as an organisation and team.

We are a charitable incorporated organisation and membership organisation with over 300 members. As a disability-led charity it is important to us that a majority of our trustees identify as D/deaf and disabled people.

The vision of DAC is a creative and equal Wales where D/deaf and disabled people are central to the arts of our nation.

Within our current business plan, the aims of DAC are stated as:

- Support D/deaf and disabled artists to fulfil their potential and raise the profile of their work.
- Develop partnerships to boost access and inclusion for D/deaf and disabled people - as creators, participants and audience.

- Educate arts providers to follow accessibility and inclusivity best practice.
- Engage with the Government and other decision-makers around disability and the arts
- Attract new audiences to art and culture in Wales
- Strive for equality, excellence and effectiveness in everything, every day

The organisation has a dedicated team of seven staff who work across the country, with four based in Cardiff (including the Director) and three working remotely in West Wales, North East Wales and North West Wales.

The known budget for 2019/20 is £185k, with 85% of the funding for the organisation coming through the Arts Council of Wales as a key client of Arts Portfolio Wales. We anticipate additional funds being secured that would reduce the Arts Council of Wales percentage to 76%, and are keen to diversify our funding base further in the future.

We currently offer a range of services throughout Wales, that include 1:1 support for D/deaf and disabled artists, disability arts network groups, an information and advisory service for the arts/voluntary sector, arts-specific Disability Equality Training (DET) and D/deaf and disabled-led projects and events.

The Role:

Director

Reports to:	Board of Trustees
Responsible for:	Creative Co-ordinator Finance and Admin Co-ordinator Four Regional Officers
Salary:	£45,000 (commensurate with skills and experience)
Hours of work:	Full-time
Contract type:	Permanent
Location:	Based in Cardiff, with the ability to work across Wales

The purpose of the role is to be the strategic lead for Disability Arts Cymru and the needs of D/deaf and disabled artists and audiences, so as to influence policy and practice across the wider sector. The Director will also lead the organisation and ensure effective governance, as well as supporting the team to work well, therefore enabling DAC to achieve its vision, mission and strategic objectives.

Key responsibilities:

Artistic Vision:

- Review the purpose and vision for the organisation to ensure it is current and fit for purpose
- Set a clear artistic vision and develop an associated programme of ambitious arts experiences
- Active connection with talented and emerging D/deaf and disabled artists, offering support and advice as appropriate

Strategic leadership, external relationships and sector development:

- Be a passionate leader for the sector, and the national voice for D/deaf and disability arts in Wales
- Influence policy around accessibility, representing the sector and advocating for the requirements of D/deaf and disabled artists and audiences
- Network with stakeholders, sector partners, funders, government, to include the Arts Council of Wales, and the Welsh Government to share good practice and influence policy
- Raise the profile of DAC within Wales, the UK and internationally

- Lead an organisation that proactively supports the wider arts sector to challenge and develop its practice
- Develop effective partnerships with a range of organisations to develop new initiatives or projects that support D/deaf and disabled artists and audiences
- Support the sector in addressing attitudinal and physical barriers for D/deaf and disabled artists and audiences

Organisational and financial management:

- Lead a business planning process, which includes a review of the business model to ensure it is sustainable
- Develop and deliver an income generation plan to include fundraising and commercial activities
- Lead the fundraising for the organisation overall, and supporting and overseeing team members to fundraise for key projects
- Oversee and ensure effective, responsible and solvent financial management and reporting for DAC
- Oversee the governance and reporting of the organisation to key funders, and the Charity Commission
- Be responsible for liaising and reporting to key funders, including ACW
- Monitor and review the effectiveness of the delivery of the business plan, reporting on progress to the Board and key funders as required
- Develop a strong and effective relationship with the Board, utilising their skills and expertise
- Review marketing and communications approaches, and develop an effective website and materials, which reflect a clear organisational identity for DAC
- Create an effective yet supportive working culture, that enables the team to be empowered
- Line management of the team, and ensure the inclusion and engagement of team members who work remotely; and oversee all recruitment, engagement and appraisals of staff in accordance with DAC policies
- Oversee and support the professional development of the staff team
- Ensure safeguarding checks are conducted where appropriate
- Ensure all policies, systems and compliance requirements are implemented and updated as required
- Any other duties as reasonably requested

Person specification:

We are seeking a person who brings an energy and enthusiasm for this role, with a drive and vision to create change. Ideally the new Director will bring a sense of ‘wmff’ (oomph), and an energy that creates an exciting inspirational way of leading the organisation and team. They will be confident in their abilities. A good networker, they will bring their connections and be able to both sustain these and develop more to build the profile of the organisation and its impact. They will be experienced in leading a team or organisation, and very supportive of the team and the membership and enjoy empowering them. Ideally the new Director will identify as D/deaf or disabled.

The successful candidate will have the following experience; knowledge and skills; attributes and qualities (E= Essential / D= Desirable):

	E = Essential	D = Desirable
Experience:		
Setting and delivering a clear vision for an organisation	y	
A leader in the sector, someone who brings credibility and a strong track record	y	
Leading and managing an organisation, including the functions around HR, governance and finance	y	
Working effectively with the Chair and the Board to ensure effective governance	y	
Line managing individuals or a team, including people working remotely	y	
Developing business planning and financial strategy	y	
Fundraising from public sector sources, including the Arts Council of Wales or equivalent	y	
Developing a broad range of income sources, and/ or developing commercial services	y	
Developing and delivering a marketing and communications plan, including a review of website and organisational identity		y
Leading change management and transition processes	y	
Developing and sustaining good relationships with key stakeholders	y	
Influencing policy and practice at a local and national level		y
Acting as an ambassador for D/deaf and disability arts	y	
Having worked within a disabled-led organisation		y

Knowledge and skills:		
A strong understanding of disability culture and politics, and how this relates to current context	y	
Able to support and empower people to develop within their roles	y	
Very strong communication skills	y	
Be a relationship builder, and a facilitator	y	
Familiar with BSL, or willingness to learn		y
Open to learning the Welsh language, if not a current Welsh speaker	y	
Qualities and attributes:		
A creative person in their background and approach	y	
An integral passion for D/deaf and disabled arts	y	
A collaborative and collegiate approach	y	
A resilient leader, with a positive attitude	y	
Have an open and curious mind	y	
Be inspiring, dynamic and effervescent	y	
Have a commitment to their own professional development	y	
Actively keep abreast with developments within the D/deaf and disability arts sector	y	
Identify as D/deaf or disabled		y
An understanding of the importance of Welsh language and culture to DAC	y	
Other:		
This role requires the ability to travel throughout Wales, including overnight stays on occasion, and therefore access to personal transport is essential	y	
Willingness to work weekends and evenings when necessary	y	

Additional information:

Salary: £45,000 (commensurate with skills and experience)

Hours: full time (35hrs/ week)

The role is subject to the successful completion of a six-month probationary period.

Holiday entitlement: 24 days, plus 4 discretionary days per annum. Public/Bank holidays are in addition to this personal leave entitlement.

Pension: Disability Arts Cymru has a workplace pension scheme with NEST. There is also an option upgrade the basic cover provided as part of their employment package to include an employee healthcare scheme

Location: The DAC office is based in Cardiff with a small core staff. Three staff members also work remotely in West Wales, North East Wales and North West Wales. Regular travel around Wales will be required.

Full terms and conditions for the post are available for shortlisted candidates

DAC is an equalities employer. We strongly encourage applications from D/deaf and disabled people and also individuals from a BAMER background, and those with a lived experience of other protected characteristics. We are open to considering flexible working and job share for this role.