



Job Description and Key Responsibilities of the Post of Arts Care Chief Executive Officer/Artistic Director

Arts Care Vision:

To be recognised as the leading Arts, Health and Well-being organisation in Northern Ireland.

Arts Care Mission:

To enable people in health, social and community care to transform their lives through participation in creative activities.

Job Description:

Arts Care was founded by the NI Department of Health in 1991 with the aim of making all forms of art accessible to patients, clients and staff in the health, social and community care sectors. Those who participate have the opportunity to become involved with many forms of creative expression which may not be readily available to them. This involvement in arts activities can help lead to improved creativity which results in enhanced communication skill and social inclusion, leading to a better quality of life.

Recent research is highlighting that the arts can help keep us well, aid recovery and support longer lives. It can also help meet the current challenges facing health, social and community care.

The Chief Executive Officer/Artistic Director, with the support of the Board, will provide clear leadership, strategic and operational management along with identifying and implementing the overall artistic direction for the organisation. This includes the management and development of Arts Care's key arts, health and well-being programmes, projects, festivals and the Arts Care Centre.

They will also be adept at fostering strong relationships with key stakeholders, including government departments, private and public sectors and the media to ensure Arts Care's profile remains as a leading provider in Arts and Health.

They will work with the Board of Directors to ensure delivery and regular review of Arts Care's vision, mission and strategic plans including the development and implementation of appropriate policies and protocols as the need arises.

Personal Specification

Essential Criteria

The applicant's knowledge and experience in the following areas will be assessed through the application form and interview.

Demonstrate by providing evidence and examples in your application form on how you meet each of the following essential criteria below. Failure to do so will result in your application not being accepted. Please adhere to maximum word count.

- 1. Education and Employment** - The applicant must be educated to degree level or equivalent in one or more of the following:
 - Arts, Health and Social Care and Business Management
 - And have at least 3 years minimum experience in one or more of the following roles:
CEO/Artistic Director/Senior Manager/Senior Officer reporting to a CEO/Board.
- 2. Knowledge and Experience** - provide evidence of significant experience and knowledge in Arts, Health and Social Care and Business Management.
- 3. Leadership & Strategy** - experience in Leadership, Strategic, Planning and Business Development success.
- 4. Financial Management** - experience in leading and management of financial resources and budget planning. Also indicate experience in fundraising and income generation through business development acumen.
- 5. People and Communication** -provide evidence of strong communication skills including experience of developing and leading successful team/s and managing change.
- 6. Services** - Provide evidence of how they have significantly managed service/operational areas including project and programme development. Provide evidence of proficiency in IT Services e.g. Microsoft Word, Excel, Powerpoint, Social Media etc.
- 7. Partnerships and Business Development** - Provide evidence of significant partnership and business development which contributed to the long term sustainability of an organization. Also demonstrate how they have successfully developed and maintained relationships with key stakeholders. Also provide evidence of establishing artistic direction through service and partnership development.
- 8. Quality and Governance** - Evidence of their involvement and/or experience in the area of quality development and review of services. Indicate their understanding of quality measurement and performance methods. Also indicate their understanding of how the above would link to Governance and Compliance Principles.
- 9. Research and Advocacy** - Provide evidence of their experience of research and advocacy development and how it contributes to best practice.
- 10. Hold a current valid driving licence and have access to a car** - (This criterion will be waived in the case of an applicant with a disability which debars them from driving a car, but who is able to make suitable alternative arrangements which enables them to perform the full range of duties associated with the post).

Key Responsibilities of the Post

The following areas outline Key Responsibilities and functions of the post and will be measured through application and interviews.

Leadership and Strategy

- Be the face and voice of Arts Care and its principal ambassador
- Motivate, support and develop staff to secure their commitment to Arts Care's aims and objectives
- Develop effective working relationships both internally and externally
- Lead by example and instil a culture of professionalism and inclusion
- Provide clarity and direction during periods of organisational change
- Work In partnership with the Board to develop and implement Arts Care's strategy and business plans
- Identify strategic risks and opportunities for innovation
- Ensure that Arts Care is kept aware and able to adapt to changes in the external social, economic and political environment
- Make proposals to the Board which support the achievement of strategic objectives.

Financial Management

- Manage all financial resources including budget setting, financial reporting and monitoring
- Implement a 'Unit Price' mechanism for all contracts
- Provide the Board with comprehensive, timely and transparent financial information
- Identify and report to the Board any area of financial risk
- Develop proposals for promoting income generation from existing and new funders
- Ensure the Arts Care Annual Accounts are prepared on time

People and Communication

- Recruit, manage, support and develop Arts Care staff including Artists in Residence, Project Artists and Clowndoctors
- Undertake Board development
- Conduct annual performance reviews
- Promote a culture of teamwork, openness and effective communication via individual and group meetings
- Develop, implement and maintain HR policies and procedures
- Provide appropriate induction and training for staff and artists
- Maximise media opportunities
- Review organisational branding

Services

- Further develop and extend Arts Care's services and increase access for priority and under-represented groups
- Increase delivery in new service settings and identify areas of unmet need
- Ensure all services are monitored closely to ensure their financial sustainability
- Ensure adequate systems are in place to monitor, review and evaluate all service delivery and outcomes
- Further enhance Arts Care's online platforms and media/production services

Partnerships and Business Development

- Lead the promotion of Arts Care's work by raising its profile and reach in the health, social and community care sectors
- Maintain and develop relationships with all key stakeholders and funders in the public and private sectors
- Continue to work towards the achievement of long-term sustainability by ensuring income is maximised through service contracts, funding/grants and general fundraising opportunities
- Develop a social enterprise unit within Arts Care
- Identify opportunities for utilising Arts Care's premises to attract income generation.

Quality and Governance

- Ensure that the quality of Arts Care's work is of the highest standard and continuously improves
- Review quality assurance processes
- Review service user participation strategies
- Use appropriate measurement, performance and outcome tools
- Regularly review all services
- Ensure the governance of Arts Care complies with the requirements of the law and good practice
- Review risk management policies

Research and Advocacy

- Actively cultivate advocates for Arts Care
- Contribute to public policy
- Sustain systematic reviews of national and international literature
- Seek appropriate research partners

General Responsibilities:

- Promote and support the aims and objectives of Arts Care
- Demonstrate your commitment to Arts Care by your regular attendance and efficient of all tasks
- Treat those with whom you come into contact in a courteous and respectful manner
- Undertake your duties in compliance with Health and Safety Policies
- Adhere to Equal Opportunity Policy through the course of your employment
- Ensure public confidence is maintained in the services provided by Arts Care through the effective and efficient performance of your duties
- Available to work outside normal hours as required

This job summary, key and general responsibilities is not exhaustive and is subject to review in the light of changing developments. Other duties and responsibilities may be assigned from time to time by the Board of Directors.