



Skylight Circus in Education 1001570  
t/a Skylight Circus Arts  
St Chad's Fold  
Sparrowhill  
Rochdale  
OL16 1QT

[www.skylightcircusarts.com](http://www.skylightcircusarts.com)

**Chief Executive Officer £30,400 .8 4 dpw. (£38000 pro rata)**

12 months, then subject to funding.

Application by email, referring to all items in the Person Specification

Deadline 31 December. Virtual interviews week beginning 11th January.

Email to: [jimriley@skylightcircusarts.com](mailto:jimriley@skylightcircusarts.com)

Skylight is a vibrant, ambitious company, passionate about creation and specialists in 'Circus with Disability and Diversity'. Our mission is to be one of the leading providers of social circus in the UK. We deliver circus:

- As a vehicle for personal, physical, social development and wellbeing
- To provide opportunities for participants and professionals to collaborate, perform and include other artforms eg dance, drama, spectacle, film.
- To make new collaborations giving voice to communities, reaching new audiences where arts engagement is low.

Skylight is a registered charity founded in 1990 and has a fully accessible training space/studio theatre in central Rochdale, G Manchester, an ethnically diverse borough that is hugely challenged by multiple deprivations.

We have strong partnerships and are deeply embedded in communities. Skylight:

- Provides opportunities for all ages/abilities to learn, create, perform.
- Takes activities to diverse communities across the North and beyond (outreach)
- Brings inspiring performance and spectacle to diverse audiences
- Develops strong social circus and creative projects
- Runs regular training (classes) for all ages/abilities (12 before lockdown)
- Provides career pathways, placements and apprenticeships
- Improves health, well-being, mental health and confidence
- Improves skills and creativity
- Improves inclusion, encourages acceptance and cooperation

The company is currently without revenue funding and is reliant on project funding and earned income. Fees and box office make up about a quarter of income. Many trusts and funders have been very supportive over the decades, for example, current projects include:

- Silver Circus for isolated 65+: an ongoing award-winning group, with regular live or virtual sessions, activities and events. Parallel work with dementia. D'Oyly Carte and Henry Smith Community Challenge are funding this year
- Spring 3 for children with disability/disadvantage, in schools, special schools and PRUs funded for the 4th year, by BBC Children in Need
- Side by Side for various groups of vulnerable children and families is funded by CCG (NHS) for the 5th year.
- Virtual Performance Project with Extraordinary Bodies as part of their 'What am I Worth' project. Originally a live project with the Lowry changed due to covid. EB secured more funding from the Arts Council to run virtually.
- 'Mammoth' ACE funded performance project with our Spotlight Troupe of young people. Performances scheduled for April 20 were cancelled and a film has been created. Research and walk guides were funded by the Heritage Lottery Fund.
- Henry Smith Challenge, Covid Recovery: A project targeting young people, the elderly, refugees/asylum seekers will have further activities to support them through problems caused by the pandemic until Dec 2021
- Henry Smith Charity is currently funding some Skylight running costs with their Strengthening Communities 3-year grant.

Our highly experienced team share their passion for Circus with all ages and abilities. Staff and trustees have developed an ambitious plan to grow our work over the next 4 years.

**Skylight Circus Arts Board is seeking an inspirational leader with extensive experience of working in the cultural sector, who is open-minded about new ways of working and will lead the company to a new level as an NPO.**

You will want to build on the success of the current operation and ensure it thrives in a changing and challenging landscape. You will be comfortable with multiple priorities and will have a positive attitude toward risk. The post is initially for 12 months, after which time it will be dependent on further funding.

### **Person Specification**

#### **Personal Qualities and Attitudes**

- Ability to lead the next evolution of the company
- Ability to lead, support and inspire staff
- Commitment to the value of engagement and participation in the arts

- High level of self-motivation, resourcefulness, and a positive attitude
- Calm under pressure and ability to multitask
- Ability to lead and manage complex and multiple projects with enthusiasm and passion
- Creative approach to prioritisation and problem solving
- Commitment to equal opportunities, environmental sustainability and cultural diversity
- Ability to work on your own, on your own initiative and as part of a team
- Flexibility to work evenings and weekends, as required

## **Skills and Experience**

### **Essential**

#### **personal,**

- Highly developed interpersonal and communication skills,
- Advocacy skills, the ability to influence and champion - with partners, peers and audiences.
- The ability to lead, inspire and motivate a team
- Proven strategic planning skills, including leading on business planning and implementation
- Experience of managing a broad range of activities within a creative environment
- Proven ability in financial management, strategy and accountability
- Proven success in generating income from a variety of sources, preferably including brokering long-term investments and partnerships
- Experience of working with a voluntary board of trustees
- Computer literacy and proficiency with databases, spreadsheets and Google G Suite

### **Desirable**

- Understanding of marketing including use of social media
- Previous experience of working for a registered charity - legal requirements etc?
- Experience of legacy fundraising?

## **Job Description Chief Executive Officer (CEO)**

### **Job Purpose:**

Working closely with the Leadership Team\*:

- The CEO will ensure the delivery and achievement of Skylight Circus's mission
- The CEO will lead the overall strategic and operational planning, implementation and delivery of all aspects of the organisation's activities
- The CEO will be accountable for the overall reputation and quality of Skylight Circus, its reputation and recognition regionally and nationally.

\*Leadership Team: Creative Director, Funding and Development Manager, trustees on occasion.

**Line Manager:** The Chair of Skylight Circus Board of Trustees

**Responsibilities:** The CEO is responsible to the board

- a) With the Leadership Team, develop and review the vision and mission for the organisation in line with the charitable objectives of the company
- b) With the Leadership Team, oversee the creation and implementation of policies and strategies that deliver the vision
- c) With the Leadership Team, grow its reputation and profile as one of the UK's leading providers of social circus relevant to local and national audiences and grow its commitment to diversity
- d) To champion diversity, accessibility and equal opportunities
- e) To keep under review the objectives, outcomes and outputs of the company against the Business Plan
- f) To act as an ambassador and spokesperson for Skylight Circus

### **Operation and Finances**

- a) To take responsibility with Leadership Team for the creation and implementation of the Business Plan and its associated creative programme
- b) To Lead the financial management of Skylight Circus, to initiate, maintain and ensure adherence to plans which safeguard ongoing financial sustainability
- c) To set realistic income targets and financial milestones
- d) To lead on contract negotiation
- e) To lead on opportunities to promote diversification of earned income, fundraising, and social enterprises and to develop new potential in resilience and growth
- f) To work with the Board, to ensure best practice in governance
- g) To enable scrutiny, ratification and validation by Board and stakeholders
- h) To ensure compliance with all current legislation
- i) To observe the company's Health and Safety policy and to cooperate with the company to enable compliance with any duty imposed on it by law and best practice

- j) To communicate with Skylight staff to ensure that accurate up-to-date and timely information is passed to staff, customers and partners

### **Partners**

- a) To position and champion Skylight Circus with key stakeholders such as Arts Council England and Rochdale Borough Council, other major public funders, trusts foundations and supportive NPOs.
- b) To further deepen Skylight Circus's placemaking role in the town and region
- c) To maintain and develop partnerships with individuals and organisations in the creative, public, private and charitable sectors (with CD)
- d) To develop & deliver (with Leadership Team) projects or events with our chosen partners
- e) To keep abreast of national and international trends and best practice in the development of new work
- f) To build and maintain positive working relationships with artists, partners, individuals and organisations in the wider creative, cultural, public, private and charitable sectors locally, nationally and internationally

### **People**

- a) To create a productive and empowering working environment that allows staff to perform at their highest potential and identify training and development needs to support their professional development
- b) To agree and monitor strategic objectives with the Creative Team and Trustees
- c) To manage staff effectively, providing direction, guidance and review and taking action as necessary
- d) To lead on the recruitment of staff
- e) To take personal responsibility, supported by the Chair, for their own continuous professional development, learning and training
- f) To approve job descriptions for all staff
- h) To be responsible for disciplinary action in line with Skylight Circus's policies

### **Other**

- a) To ensure equality, inclusion and diversity are at the core of working practices
- b) To undertake other tasks and duties as may reasonably be requested.