



Job Description

Job Title: Director
Salary: £32,000-36,000
Responsible to: Board of Management

Hijinx Theatre has recently undergone a strategic and operational review and is now implementing a new business plan and organisational structure. We are looking for a dynamic and inspirational leader to take the Company forward during this exciting period of change. A commitment to inclusivity both in terms of management style and in the field of performance is essential. The post will suit an energetic highly motivated person with vision, imagination and drive.

1. The Role

Working with the Board the newly created post of Director will be responsible for leading the Company and managing the permanent team of three. Hijinx Theatre is a professional inclusive theatre company with a commitment to training performers with learning disabilities. The Director will be responsible for providing strategic and operational leadership with specific emphasis on financial management and income generation.

2. Key Responsibilities

The Director will have overall responsibility for leading and managing the Company with a specific focus on:

- Strategic and Business Planning
- Financial Management
- Income Generation
- Personnel Management
- Contract Management
- Governance
- Advocacy and Partnership Development
- Monitoring and Evaluation

3. Specific Duties

Working with the Board and a team of three experienced managers the Director will be responsible for the following specific duties.

3.1 Strategic and Business Planning

- **Strategic Planning:** Hijinx has introduced a new four strand business strategy that is being implemented during 2012-2015. This includes a new emphasis on accredited training. During 2012-2013 the post holder will lead the team in monitoring the introduction of the new approach and make adjustments as necessary.
- **Business Planning:** Hijinx has agreed a three year business plan with the Arts Council of Wales and this provides the framework for the activities over 2012-2015. The post holder will be responsible for keeping the business plan under review specifically ensuring that the four strands of activity are delivered. This responsibility will include leading the annual review of the Company Business Plan and all project funded activity specifically the Unity Festival.

3.2 Financial Management

- Annual budgeting and project budgeting.
- Financial planning and cash flow management
- Day to day financial management including invoicing and payments
- PAYE wages for permanent employees and fee payments to freelance staff
- Financial reporting to the Board and funding bodies
- Returns to the Inland Revenue
- Liaising with the Accountant re: annual audit

3.3 Income Generation

- Develop an income generation strategy to support Company activity
- Submit funding applications as needed
- Approach potential partners to develop income generating activity

3.4 Personnel Management

- Line management of three permanent staff members
- Annual appraisal of permanent staff
- Recruitment and induction of new staff
- CRB Checks

3.5 Contract Management

- Contracting freelance staff in liaison with team members
- Ensuring contracts comply with appropriate terms and conditions (ITC, Equity, European and International Law etc)
- Ensuring all services required by the Company are appropriately contracted
- Liaison with WMC on matters relating to the lease including representing the Company at the Resident CEO meetings

3.6 Governance

- Compliance with Charity Commission and Companies House requirements
- Working with the Chair to manage the annual cycle of Board meetings

3.7 Advocacy and Partnership Development

- Working with the Board and Team to advocate best practice in inclusivity
- To attend conferences and meetings to promote the Company
- Develop and maintain partnerships to support the work of the Company
- Liaise with the Arts Council of Wales and Cardiff County Council relating to the revenue funding received
- With appropriate team members, liaise with all partners, collaborating organisations, stakeholders and commissioning organisations.

3.8 Monitoring and Evaluation

- Working with team members to develop and implement systems to effectively monitor and evaluate inclusive services and practice
- Project management of the Company Business Plan
- Evaluate the four strands of activity with the lead team members
- Quarterly reporting to funders and the Board for both the revenue and project funding received

From time to time the Chair may ask the post holder to undertake other duties relating to the management of the Company.

TERMS AND CONDITIONS

Hijinx is a member of the Independent Theatre Council and is guided by their contracts for small-scale theatre companies

Contract:	Permanent contract (following satisfactory completion of a three month probationary period)
Salary:	The scale is £32,000 - £36,000 p.a. Appointments generally made at the lowest point of the scale.
Hours:	37.5 hours per week, normal office hours with some evening and weekend commitments for which time off in lieu is given
Holidays:	30 days per year by arrangement, plus public holidays
Probationary Period:	There is a 3 month probationary period
Notice Period:	Three months once probationary period has been successfully completed

NB the Company is not in a position to offer financial support for relocation.

Person Specification

The Person Specification is divided into three categories:

- Skills and Abilities- the training and expertise needed to do the job
- Experience - the places/settings where you have worked
- Personal Attributes - the personal qualities and approach needed to underpin the way you do the job as a member of the Hijinx team

Person Specification		
Skills and Abilities	Essential	Desirable
Business Planning and Financial Management		
Experience of writing and implementing business plans in a small organisation/company	x	
Experience of financial planning and budgeting in a small organisation/company	x	
Experience of financial management in a small organisation/company	X	
Experience of invoicing, payments and PAYE	x	
Experience of contracting and paying freelance staff	x	
Experience of preparing financial reports	x	
Experience of preparing for an audit	x	
Experience of Inland Revenue requirements	x	
Personnel Management		
Experience of line management	x	
Experience of performance assessment and appraisal	x	
Experience of contracting freelance staff	x	
Experience of training needs assessment	x	
Contract Management and Negotiation		
Experience of contract management	x	
Experience of negotiation with funders	x	
Income Generation and Partnership Development		
Experience of fundraising	x	
Experience of developing income generation strategies	x	
Experience of developing partnerships	x	
Monitoring and Evaluation		
Experience of using a range of monitoring approaches	x	
Experience of using a range of evaluation techniques	x	
General		
Full clean driving licence	x	
Driving a van		x
Ability to speak Welsh		x
Ability to speak another language		x
Competent user of Microsoft IT Packages including word and spreadsheets	x	
Strong writing skills	x	

Person Specification		
Experience	Essential	Desirable
Working in a small organisation/company	x	
Working in a theatre or performance company		X
Understanding of how arts/creative organisations/companies operate in practice	x	
Working inclusively		X
Leading a small team	x	
Crisis Management	x	
Working in a devolved administration		x
Working in partnership with public bodies	x	
Public speaking and making presentations	x	
Familiar with using social media		x
Providing formal and informal training		x
Accreditation Processes		x
Charity Commission & Companies House Requirements		x
Working to a Board of Management		x

Person Specification		
Aptitudes	Essential	Desirable
Ability to Lead a team	x	
An understanding of and commitment to inclusivity	x	
Commitment to equality of opportunity	x	
Enthusiasm for theatre and performance	x	
Innovative approach to problem solving	x	
Able to work unsociable hours occasionally	x	
Inclusive and supportive management style	x	
Networking Skills	x	
Comfortable with managing competing priorities	x	
Diplomatic manner	x	