



## **CHIEF EXECUTIVE OFFICER**

**18/03/19**

Hijinx are looking for a Chief Executive to follow on from the tenure of Clare Williams, who held the reins whilst the company went through a period of phenomenal growth and won a raft of accolades and awards, including The Stage International Theatre Award, Arts & Business Arts Award and The Welsh Charity of the Year for Outstanding Impact.

Hijinx has its headquarters at the Wales Millennium Centre in Cardiff Bay but operates across Wales - with hubs in Prestatyn, Carmarthen, Aberystwyth and Cardiff. Hijinx tackles the complex problem of integrating people with learning disabilities into the workplace and society. It does this by identifying and training talented young adults with autism and learning disabilities to become professional actors.

### **The successful candidate will have:**

- a commitment to driving change
- entrepreneurial and business management skills
- strong interpersonal skills
- a commitment to social good
- financial acumen and success in generating income from commercial activity without diluting core mission

### **The successful applicant will be:**

- someone who insists on quality in all things
- a strategic thinker who is both imaginative and innovative
- a profile raiser
- an excellent communicator and networker
- an international ambassador for Hijinx
- a skilled manager of people building capability and ambition in the Hijinx team
- a passionate advocate of cultivating new audiences
- someone who is prepared to travel extensively and to work anti-social hours

The ability to speak Welsh is desirable. A commitment to learning Welsh is essential. A knowledge of other European languages advantageous.

The successful applicant will take up post on **23 September 2019** when Clare leaves.

Application by email to include CV, a covering letter (including salary expectation) to Chair of Trustees ([trustees@hijinx.org.uk](mailto:trustees@hijinx.org.uk)) **by Thursday 18 April 5pm**

Shortlisted applicants will be notified by e-mail on **Monday 29 April**. Applicants who have not been notified by this date will not be invited to interview.

Regrettably we are unable to provide feedback to unsuccessful applicants.

**Interviews will take place in Cardiff Bay on Monday 13 May.**  
**Appointment subject to references and enhanced DBS check**

# CHIEF EXECUTIVE OFFICER

## Job Description

<b>Position title</b>	CHIEF EXECUTIVE
<b>Reports to</b>	BOARD OF TRUSTEES
<b>Responsible for</b>	SENIOR MANAGEMENT TEAM and DIRECTORS OF ACADEMIES, THEATRE, FILM, JOBS and PARTICIPATION

### MAIN PURPOSE OF ROLE

- Responsible for providing strategic and operational leadership with specific emphasis on financial and personnel management, income generation and all legal and contractual obligations of the company.
- To work closely with the Senior Management Team and the five Directors to implement the vision, mission and purpose of Hijinx.
- To manage and meet the needs of a rapidly growing organisation and deliver exceptional, high quality experiences to participants and audiences.
- To lead the organisation with professionalism and communicate and deliver in a timely fashion to both internal and external parties.
- To report to the Chair weekly and Board of Trustees as required.
- Make decisions in all matters affecting operations and performance in accordance with the wishes of the Board of Trustees and the Business Plan.
- To develop a culture of audit, quality control and compliance and ensure that all aspects of the organisation's operations, policies and procedures comply with regulations. To report to Charity Commission and Company's House in a timely manner.
- To monitor and review the Risk Register.
- Foster strong working relationships with stakeholders including Arts Council of Wales, Wales Arts International, British Council and Welsh Government.
- To develop and nurture a happy and talented team.

### KEY DUTIES AND RESPONSIBILITIES

- To lead on Hijinx's mission to make it commonplace to see actors with learning disabilities and/or autism on our stages and screens.
- To produce a strategic plan every three years and review and update it annually.
- To ensure that Hijinx values are adhered to.
- To line manage, monitor and support the Senior Management Team (Artistic Director and Business Development Director) and the five House Directors (Theatre, Film, Participation, Jobs, Academy)
- To ensure that staff, participants and freelancers engaged by Hijinx are treated fairly.
- To ensure the safety and health and wellbeing of staff, participants, volunteers and freelancers engaged by Hijinx.
- To manage Hijinx budgets and to forecast and plan for growth.
- To build reserves in line with the Reserves policy.
- To actively seek new creative and funding partners and collaborators nationally and internationally.
- To ensure the development and monitoring of key performance indicators. Maintaining clear controls on performance and costs.
- To drive performance and positive change across the organisation.
- To ensure strong succession planning and mentoring of all staff.
- Ensure that continuing professional development is undertaken and appropriately recorded.

- To ensure everyone is consistently trained and developed to a high standard.
- Provide leadership that fulfils its regulatory requirements.
- Proactively identify, manage and mitigate risks and ensure that all risk events are reported to the Board of trustees.
- To ensure the appropriate systems and controls operate across the organisation.
- To fulfil role of Secretary of the Board of Trustees.
- To prepare the Executive Report and Trustee Annual Report for Board meetings.

#### TERMS

Fulltime, permanent position subject to completion of six month probationary period.

#### HOURS

37.5 hours a week during normal office hours. Additional evening and weekend commitments for which time off in lieu is granted. Given level of appointment discretionary additional hours will be needed from time to time.

#### HOLIDAYS

25 days plus 8 statutory public days.

#### NOTICE

Six months. The notice period during the probationary period is one month for both employer and employee.

#### SAFEGUARDING

Offer of employment is subject to an Enhanced DBS check.

#### RIGHT TO WORK

The successful applicant will be required to provide documentation of their right to live and work in the UK.

#### REFERENCES

All offers of employment are subject to the receipt of satisfactory references.