

A photograph of a person wearing a gold sequined dress, with their arms raised in a crowd. The background is blurred, showing other people and lights, suggesting a concert or event.

Job Pack

Interim Chief Executive

£60,000 per annum
(pro-rata for fixed term)

Full-time (37.5 hours per week)

Fixed term role for 6 months

Closing date 10am 18/04/24


Hijinx

A MESSAGE FROM THE BOARD OF TRUSTEES



Thank you for your interest in the role of Interim Chief Executive at Hijinx (6 months fixed term).

Our current Chief Executive, Sarah Horner, is moving to a new role at Baker Richards Consulting in early May. Over the last four and a half years, Sarah has led Hijinx through a period of change, growth, and consolidation, raising our profile and voice through a time of turmoil for the arts and wider world. Throughout the Covid pandemic, Hijinx stayed open, keeping our programme running online, creating innovative digital productions, and advocating for our community.

Since the return of in person activity, Hijinx has staged the tenth edition of our international festival, Unity, toured across Europe and had huge success with our productions, including Housemates in collaboration with Sherman Cymru. We have supported our actors as they build their acting careers, with many securing high profile roles on stage and screen.

For Hijinx, the 2023 Arts Council Wales Investment Review was a pivotal moment, and we were delighted to secure a significant uplift in our multi-year grant. A key part of this role will be overseeing the transition to our new funding agreement and delivering against our ambitious Strategic Plan.

With Sarah's departure, the board have decided to take some time to work with an external consultant to evaluate and decide on the optimum leadership structure and model for its next phase in line with its vision and values, and the changing world in which Hijinx operates. There is interest in fresh perspectives as well as recognising the need for an evaluation process to have a positive engagement and impact on a range of stakeholders, including trustees and staff. The interim CEO will be central to this process, linking with consultant, board, staff, and wider stakeholders over the coming months.

We are looking for people with skills in change leadership, organisational management, strategic finance and governance. We are ideally looking for someone with experience in a senior leadership role in the arts or wider third sector, who can quickly get to grips with a busy and dynamic organisation.

We anticipate that this role would be offered on a full-time employed basis but are open to alternative proposals and flexible working arrangements.

If you would like to have an information discussion about the role, please contact Sarah (CEO) sarah.horner@hijinx.org.uk or Rebecca (HR) hr@hijinx.org.uk

WELCOME

Thank you for taking the time to find out more about Hijinx and our Interim Chief Executive vacancy. We're excited to share more with you!

In this pack you will find some background information about Hijinx, full details on the role and how to apply.

As an organisation we are committed to what we do and have a phenomenal sense of community. As a team we care deeply about the wider Hijinx family, and have a warm, rich, and supportive culture, which we hope allows people to live their best, most authentic lives. We work hard, play hard and laugh a lot!

If you need more information or support before you apply, or to discuss any reasonable adjustments or access considerations to allow you to participate fully in the interview process, please contact us at hr@hijinx.org.uk

Thank you for your time – we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Sarah
Sarah Horner
CEO



OUR VISION

A world where the arts and society are fully inclusive for Learning Disabled and/or Autistic people

OUR MISSION

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for LD/A people

ABOUT HIJINX

Hijinx create exhilarating and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Alongside, we have a growing film programme and a dynamic community and outreach offer (PAWB). Through Hijinx Actors we promote our actors to the wider arts and creative industries, as well as offering employment directly in our award-winning communications training.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.



**WE CREATE CHANGE
BY LIVING AND
BREATHING OUR
ORGANISATIONAL
AIMS...**



**Increase
representation of
learning disabled and/or
Autistic on stage
and screen**



**Provide, champion
and facilitate
professional
employment for learning
disabled and/or
Autistic creative
professionals**



**Build confidence, happiness
and independence**



**Increase access
to performance arts
for audiences and
communities in Wales**



**Transform the sector
to work more
inclusively**



**“People with disabilities are there to
show people that we’re human and we
want them to be entertained by what we
do.”**

ROLE DESCRIPTION

INTERIM CHIEF EXECUTIVE



As the Interim Chief Executive of Hijinx, you will be at the forefront of championing our vision and mission.

Your leadership will steer the organisation towards achieving remarkable milestones in inclusivity, representation, and professional employment for learning disabled and/or Autistic creative professionals.

Over the past 10 years Hijinx has been on an extraordinary journey of growth and success. Having continued to create and learn through the pandemic, Hijinx has emerged post-Covid as an even more innovative and responsive organisation, building on our successes to thrive.

With our current Chief Executive, Sarah Horner, moving on to new career highlights in May, we have an immediate need to bring in an experienced Chief Executive on an interim basis to ensure continuity and stability during this period of transition, while we undertake an important period of reflection on our longer-term needs and focus in this vital role.

As one of a small number of organisations to receive an increase in support from Arts Council Wales recent Investment Review - from £155,000 in 23/24 to £390,000 in 24/25; the next chapter for Hijinx is ambitious and exciting.

Ensuring the delivery of the first phase of our new funding agreement with ACW is a key element of this role, leading the realisation of our strategic business plan through four strategic priorities:

- Increasing access to creativity, training, employment, and spaces
- Growing our reach and amplify our impact, to ensure as many people as possible can engage with the arts, and fulfil their potential
- Building the capacity to deliver our work and our creative potential
- Ensuring our work is sustainable, supportive of current and future generations, and our planet

The Interim Chief Executive is responsible for providing strategic and operational leadership with specific emphasis on financial and people management, income generation and all legal and contractual obligations of the company.

The interim will have the full backing and support of our active and skilled board of trustees, in particular the People and Finance sub-committees, who work closely with the senior executive team to guide our financial, inclusion and people strategies.

ROLE DESCRIPTION

INTERIM CHIEF EXECUTIVE (2)



As Interim Chief Executive you will:

- Lead and inspire our dedicated team towards achieving organisational aims, including increasing representation on stage and screen for learning disabled and/or autistic creative professionals, and transforming the sector to work more inclusively.
- Ensure financial stability, and operational excellence across all facets of the organisation.
- Foster and maintain partnerships with stakeholders, funders, and the wider arts community to promote and expand Hijinx's impact.
- Champion the wellbeing of our staff, ensuring a workplace that values individual difference, supports professional growth, and commits to equal opportunities and diversity.

It is important that the interim Chief Executive is able to lead with confidence through this transitional period and to provide important reassurance and leadership to the senior and wider team.

We're looking for specific skills in people leadership, finance and change and familiarity with the arts and/or third sector.

The ideal candidate will possess:

- Proven leadership experience in the arts, culture, or non-profit sectors, with a passion for inclusivity and social impact.
- A visionary approach to steering organisations towards growth and innovation.
- Strong financial acumen and strategic planning skills.
- Excellent communication and relationship-building abilities, with a talent for fostering collaborations and partnerships.
- A deep commitment to inclusivity, diversity, and the wellbeing of staff and community members.



INTERIM CEO RESPONSIBILITIES (1)

INTERIM CEO PRIORITIES

- Working with external consultants to review leadership and wider organisational structures to support Hijinx deliver its strategic plan.
- Work closely with the Artistic Director to lead the senior team and support the staff team through a period of change.
- Advocating for Hijinx and its community in wider sector based conversations.
- Ensure a smooth transition to the new ACW agreement, overseeing, monitoring and reporting on activity.
- Supporting recruitment to the board and the induction of new trustees into the organisation.
- Provide comprehensive strategic and operational leadership, with a particular focus on financial and personnel management, income generation, and compliance with all legal and contractual obligations.

LEADERSHIP AND CULTURE

- Foster an organisational culture that exemplifies inclusivity and values the contributions of all staff members.
- Lead the Senior Management Team, including the Artistic Director, Finance Manager, the directors of our five key areas: Theatre, Film, Participation, Jobs, and Academy, as well as marketing and development, setting a high standard for leadership and support.
- Ensure a focus on continuous professional development for all team members, maintaining high standards of training and development.
- Drive performance improvement and positive change throughout the organisation, setting high standards and expectations for all areas of operation.

VISION AND ADVOCACY

- Ensure the implementation of short term objectives in Hijinx's business plan, in alignment with the organisation's vision, business, and charitable objectives, and our core mission.
- Serve as a prominent advocate and ambassador for Hijinx, promoting our values and mission within Wales, across the UK, and on the international stage.



RESPONSIBILITIES (2)

STRATEGIC OVERSIGHT

- Provide comprehensive strategic and operational leadership, with a particular focus on financial and people management, income generation, and compliance with all legal and contractual obligations.
- Manage the organisation's growth effectively, ensuring that Hijinx continues to offer exceptional, high-quality experiences to participants, audiences, and partners.
- To manage and meet the needs of a rapidly growing organisation and, through creative teams, deliver exceptional, high quality experiences to participants, audiences and partners.

COMMUNICATION, COLLABORATION & RELATIONSHIP MANAGEMENT

- Lead the organisation with professionalism, ensuring timely communication and delivery of objectives to both internal and external stakeholders.
- Actively seek out and cultivate relationships with new creative and funding partners and collaborators, both nationally and internationally, to enhance Hijinx's reach and impact.
- Establish and maintain strong working relationships with key stakeholders as time allows, including the Arts Council of Wales, Wales Arts International, British Council and Welsh Government, fostering a collaborative environment that supports Hijinx's strategic goals.

RISK MANAGEMENT AND PERFORMANCE MONITORING

- Actively identify, manage, and mitigate risks, ensuring any financial, legal, or reputational risks reported to the Board of Trustees in a timely manner. Ensure the implementation of appropriate systems and risk controls across the organisation.
- Monitor key performance indicators to maintain clear oversight on performance and costs, ensuring the organisation's resilience and sustainability.

FINANCIAL AND OPERATIONAL MANAGEMENT

- Collaborate with the Management Team to ensure Hijinx's financial and operational models are robust, comply with legal and funding requirements, and adhere to best industry practices, including health and safety, HR, and safeguarding.
- As the Company Secretary to the Board of Trustees, support effective governance, enabling the Board to scrutinize and support Hijinx's work, safeguarding the charity's future.
- Manage Hijinx's budgets effectively, planning for growth and building reserves in accordance with the Reserves Policy.



RESPONSIBILITIES (3)

COMPLIANCE AND QUALITY CONTROL

- Cultivate a culture of audit, quality control, and compliance, ensuring all operations, policies, and procedures meet regulatory standards. Ensure timely reporting to the Charity Commission and Companies House meeting all statutory and regulatory obligations.
- Oversee the fair treatment of staff, participants, and freelancers, ensuring their safety, health, and wellbeing.

WELSH LANGUAGE, EQUALITY, DIVERSITY & INCLUSION (EDI), AND SUSTAINABILITY:

- Advocate for the use of the Welsh language across the organisation and contribute to the development of our Welsh Language Plan.
- Collaborate across the organisation and lead on our strategic equality plans.
- Champion strategies that align with our Sustainability Policy and the Theatre Green Book, emphasising eco-friendly practices.

Hijinx has a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.

As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of the Board.

Person Specification

At Hijinx, we are dedicated to building a strong and diverse team, so if you think you have what it takes, but don't necessarily meet every single point on the job description, please still apply and tell us why.

	Essential	Desirable
Skills & Abilities		
Strong advocacy, influencing and negotiating skills	X	
Excellent communication and relationship-building abilities, with a talent for quickly fostering collaborations and partnerships	X	
Ability to lead and inspire, showing a passion for the arts	X	
Strong financial acumen and strategic planning skills	X	
The ability both to hold a long-term vision whilst acting quickly and decisively on day-to-day matters	X	
Ability to speak Welsh		X
Willingness to undertake Welsh language training on appointment	X	
A self-starter with exemplary organisational and time-management skills, and the ability to manage and deliver multiple priorities	X	
Ability to work creatively and collaboratively to solve problems	X	
Experience		
Financial planning and management experience	X	
Experience of leading, managing and motivating staff teams	X	
Proven leadership experience in the arts, culture, or non-profit sectors, with a passion for inclusivity and social impact	X	
Experience of working with and reporting to a board of trustees	X	
Experience of working with external consultants		X
Experience of strategic change leadership	X	
Experience of developing relationships with partners including internationally	X	
Experience of interacting with learning disabled people either personally or professionally		X

Person Specification (2)

	Essential	Desirable
Knowledge		
Understanding of charity governance and the role of a board of trustees	X	
Knowledge and understanding of relevant financial and legal compliance issues	X	
Demonstrable knowledge and understanding of the current fundraising landscape	X	
Awareness of current trends and developments in inclusivity and theatre		X
Knowledge of the arts sector in the UK		X
An understanding of the political & economic context for Welsh arts	X	
Attitude		
Highly motivated with a passion for the arts	X	
A visionary approach to steering organisations towards success	X	
A deep commitment to inclusivity, diversity, and the wellbeing of staff and community members	X	



TERMS

Line Manager:	Board of Trustees
Responsible for:	Artistic Director, Finance Manager, Marketing & Communications Manager, Development Officer, Head of Theatre, Head of Film, Academy Director, Head of Pawb, Head of Business Development (Job Share)
Contract:	6 Months Fixed Term
Hours:	Full time (37.5 hours per week) with some evening and weekend commitments for which time off in lieu is given
Based at:	To be based in Cardiff with travel across Wales and occasionally further afield. Hybrid available with a minimum of two days in the office each week.
Salary / Benefits:	£60,000 per annum (pro-rata for 6 months fixed term) Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme. We offer support with developing Welsh language skills.
Holiday:	25 days per annum plus statutory bank holidays (pro rata for fixed term)
Start Date:	Early May 2024 ideally



GENERAL NOTES

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

The Hijinx team is small, but nimble, and punches far above its weight, supported by an incredible band of freelancers and volunteers.

- We develop and encourage our employees to grow in their roles and to be the best they can be.
- We aspire to have a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.
- As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.
- Safeguarding - Offer of employment is subject to an Enhanced DBS check
- This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required.
- The successful applicant will be required to provide documentation of their right to live & work in the UK



HOW TO APPLY

If you think you are a good fit for the role and would like to apply, please send us:

1. A current CV telling us about you – and why you feel you are the right person for the role, ensuring you highlight any relevant experience, skills and qualifications. Please send this as a Word document.
2. A covering letter of no more than two sides – telling us why you are the right candidate and how you would approach the responsibilities of the role. Please send as Word document.
3. A completed Diversity Monitoring Form – to be completed online [here](#) please confirm in the covering letter that you have completed this form.

Applications should be sent to hr@hijinx.org.uk by the closing date.

Applications will close at 10am 18/04/24.
Interviews will be scheduled for the week commencing 28/04/24.

DIVERSITY & EQUALITY

If you have any accessibility requirements, require any other reasonable adjustments, or require the role information in a different format, please contact us on hr@hijinx.org.uk

Guaranteed Interview Scheme

As part of our commitment to increase the diversity of our workforce at Hijinx, we provide a Guaranteed Interview Scheme to applicants who are under-represented on our team.

You can ask to be considered under our Guaranteed Interview Scheme if you are a person of the Global Majority or if you have a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities. Providing that you meet the essential criteria for the role, which is stated in the role specification, you will be invited for interview. Your guaranteed interview application will only be shared with Hijinx's HR team and the recruiting manager. If you would like to be considered under the scheme, please indicate this in your covering letter.

Name free recruitment

Hijinx operates name-free recruitment. The recruiting panel will not see personal information such as a candidate's name and address during the shortlisting process.

Interview questions

To ensure our interview process is accessible to the widest candidate pool, we provide all candidates with interview format and questions in advance.