

TOONSPEAK CHIEF EXECUTIVE

Responsible to:	The Board
Salary:	£33 – 35k per annum
Holiday entitlement:	36 days per annum (inc. all public holidays)
Probationary period:	6mths
Based	Glasgow

Our Mission

Toonspeak exists to create authentic, high quality arts experiences and improve the lives of people who engage in them. Through our holistic approach, we will nurture and connect people who face deprivation and disadvantage with the best of collaborative arts practice, inspiring and supporting self-empowerment. Our work will facilitate progression and celebrate the voices of young artists as the guardians of our cultural future. Toonspeak will advocate for its people and their communities and elevate their successes to achieve recognition beyond the limitations of background, age or status. As a participant-led organisation we will strive to be a learning, listening, ever-evolving one, trusting that our people know what is best for them, and being unafraid to take action, to change, to explore, and to grow.

We aim to:

1. Bring participants together with artists who exemplify collaborative practice to facilitate new creations, providing people with high quality artistic experiences and deepening their engagement with their own creativity.
2. Facilitate progression for young people to pursue their own artistic practice, to undertake training or to enter the workplace, and will employ young people on their merit.
3. Support people from disadvantaged backgrounds to experience new cultural insight and inspiration, in order to expand their world-view and increase their creative aspirations.
4. Work with young advocates to connect more deeply with the communities we engage in, fostering cohesion and trust, and contributing to community-led initiatives for change.
5. Provide the best resources possible in order to support the vital creative work of its participants, and create social and creative spaces in communities to allow freer access to arts and social activities across generations and ethnicities and to extend an inclusive welcome to all.
6. Connect to local, national and international networks in order to address social, political and economic priorities that impact upon our communities, providing a voice for those we engage with through our unique practice.
7. Embrace all people who are disadvantaged, of all ages and abilities and support them to become beneficiaries of the arts, as practitioners, participants and audience members.

1. Background

Since 1987, Toonspeak has provided free, high quality drama and theatre activities for young people living in Glasgow.

We work with professional artists who challenge and inspire young people to create their own performances and manage their own projects – all of our work is young people led and we have 6 places for young people on our voluntary Board of Trustees.

We aim to expand young people's imaginations to help them reach their full potential and to inspire positive change within communities of disadvantage across the city. We ensure that anyone, regardless of experience, ability or personal circumstances can take part.

Toonspeak was awarded Regular Funding Organisation (RFO) status by Creative Scotland for the first time in 2018 and is currently in strong financial health. Having recently moved to new premises in Barmulloch, the opportunity for growth and expansion has substantially increased.

The new role of Chief Executive has been created to lead the organisation at a pivotal time in its history and to help the company realise its potential and ambitions within the sector.

Toonspeak has previously had a twin-pillared organisational structure with both the Artistic Director and the General Manager sharing leadership responsibilities. It is currently undergoing an organisational review and the Chief Executive will play a major part in shaping the new structure as it evolves.

Toonspeak is primarily a learning organisation that uses involvement in arts activities as a catalyst for growth and connection. We want an exceptional leader and facilitator who is passionate about the benefits that involvement in creative activities can bring and who will help to create the environment in which our participants and staff can thrive and flourish.

2. The Role/ Job Description:

The Chief Executive will be formally accountable to the Board for the overall delivery of the strategy, artistic direction and financial performance of the organisation as a whole.

Reporting directly to the Chair, the Chief Executive will be expected to build a strong relationship with the Board which is based on trust, transparency and collaboration. This is essential in order to ensure that Trustees are able to support Toonspeak effectively to manage any potential risks that may arise and to ensure that the company is best placed to identify and avail of any opportunities that arise. The Chief Executive is the key link between the Board and the rest of the organisation and therefore strong leadership and effective collaboration in this area is a must.

The Chief Executive will be responsible for providing the inspiration, leadership and care that keeps an organisation like Toonspeak thriving. You will ensure that the business plan and organisational structure best supports the overall vision which, after considered consultation with Toonspeak participants, you set, and that Toonspeak enjoys sound and efficient financial health. Indeed, we would invite and welcome a healthy interrogation of its current operating structure and existing business plan and are open to both aspects evolving in keeping with the organisations key aims.

You will be an inspirational and engaging people manager, harnessing the talents within our team, encouraging participation in planning and delivering our projects and helping our team, our Board and the young people we work with realise their potential. You will ensure Toonspeak has a positive work place culture and provide line management as required.

Whilst Toonspeak does not expect the Chief Executive to deliver artistic projects or to be a practising artist in this context, your leadership will inspire the delivery of a consistently high-quality, risk-taking, inclusive and relevant artistic programme with the aim of establishing Toonspeak as a sector leader and a model for best practice in its field.

There will be no aspect of the organisation which you regard as being outside of your remit – if it needs an injection of leadership and sleeves-rolled-up attention, then you will be expected to dive in. You will also know when to step back and enable others to lead. The balance of taking a pan-organisational strategic approach alongside knowing when to lean into the detail is a key quality required of the Chief Executive.

Rather than being too prescriptive about the day to day responsibilities of the role here, we are seeking to give an essence of the key qualities required because there are different ways that the role could be delivered.

3. Key Responsibilities

The key responsibilities of the role are as follows:

Leadership

- In collaboration with the communities within which we operate; the artists that we work with; our participants; staff team and Board, to develop the organisations vision and to enable the organisation to achieve its purpose.
- To lead Toonspeak and champion the organisations values in every aspect of our operations.
- To play a strong leadership role locally within the communities where Toonspeak operates and serve as an advocate for the organisation within the youth arts and creative learning sectors, both nationally and internationally.
- In collaboration with the Board of Trustees to set the strategic direction of the organisation and work with the staff team to ensure Toonspeak is a financially sustainable charity and business.

Management

- Overall leadership & Management of Toonspeak, including finances, HR, fundraising, programme delivery & advocacy
- To provide active and inspirational leadership to the staff team and directly line manage relevant staff, supporting both internal staff and freelance artists in working towards achieving excellence in all aspects of their practice.

Financial

- Ensure the effective functioning of Toonspeak as a viable business, including overseeing the effective financial management and containment of expenditure and commitments within available resources.

Fundraising

- To oversee the development and implementation of a comprehensive fundraising strategy that best serves the organisations needs and guarantees its long-term sustainability.
- To oversee the timely preparation and delivery of all associated reporting responsibilities.

Communication & Information

- Maintain and implement a clear strategic vision and mission for Toonspeak, communicating these effectively to staff, stakeholders and the public.
- To serve as a figurehead and media spokesperson for the organisation and grow the overall reach of the organisation through raising its public profile.
- To oversee the delivery of a successful youth outreach programme ensuring effective links are made with regional public and voluntary sector agencies.

Governance

- Reporting the financial, strategic and operational development of Toonspeak to the Board of Trustees and relevant funders on a regular basis

Monitoring & Evaluation

- To oversee the evaluation and monitoring of all activities using qualitative and quantitative methodology.

4. Person Specification – An Overview

The ideal candidate is likely to have worked in youth theatre and/ or other contexts where they have worked closely with young people to develop their talents artistically, socially and educationally.

They will have a proven track record in successful project delivery, including full budget accountability and have a reputation for inspiring and supporting others as well as delivering on business targets and initiating and managing robust external partnerships.

They should be an exceptional leader with a track record of creating an environment that fosters growth, with extensive experience of stakeholder relationship management.

S/he is likely to have led a third sector organisation or relevant department within a larger scale arts organisation and have experience, which can be evidenced, of having overseen successful change management projects.

4.1 Our Selection Criteria in Detail

A. Experience

- A demonstrable track record in leading a successful third sector organisation (or equivalent department in a larger organisation), preferably in the field of arts and/or youth work. (Essential)
- Substantial line-management experience (Essential)
- Track record of generating income from private and public sources (Essential)
- Experience of successful partnership working (Essential)
- Experience of financial management, budgeting & planning (Essential)
- Be able to demonstrate experience of leading on successful project management delivery (Essential)
- Experience of making engaging public presentations (Essential)
- Experience of reporting to and working together with Boards (Essential)
- Experience of working in youth theatre (Desirable)
- Experience of leading on change management within an organisation (Desirable)

B. Knowledge

- A compelling vision for Toonspeak's future (Essential)
- Sensitivity to, and understanding of, the social, economic and political environment in which Toonspeak specifically, and the arts in general, operates (Essential)

- A sound knowledge of Trusts and foundations and the philanthropic opportunities available to support this area of work (Desirable)
- Sound knowledge of current thinking and practice in areas of inclusion (Desirable)

C. Personal qualities & skills

- A strong & effective team leader with the ability to motivate, inspire and take initiative
- A commitment to Toonspeaks mission and aims
- The ability to listen and engage with young people in a meaningful way
- Aptitude for thinking creatively around removing barriers that inhibit young people's participation in the arts.
- Resilience and a pro-active approach in the face of challenges
- Is a role model for professionalism
- A commitment to transparency at all levels of the organisation, as well as an understanding of when discretion is required
- An ability to articulate Toonspeaks vision to a wide range of stakeholders including the board, staff, artists, funders, participants, press and public and a willingness to play an active role in fundraising.
- An organised and flexible approach and the ability to balance the different aspects and demands of the role. .
- Comfortable networking and representing Toonspeak at public engagements
- A good team player but also capable of working independently
- The ability to successfully manage both risks and opportunities
- Strong strategic planning skills.
- Excellent verbal & written communication skills
- Highly developed networking skills

5. Conditions of Employment

- Salary: circa £35,000 gross per annum depending on skills and experience
- Hours: It is essential that the Chief Executive has a regular and frequent presence within the organisation's headquarters at Barmulloch. Core office hours are 10.00 – 18.00 Monday to Friday. The post holder will be expected to fulfil the hours required to do the job, including some evening and weekend work, but is not expected to work more than an average of 48 hours per week across the year in line with the working time regulations.
- Annual Leave: 36 days (inclusive of all public holidays)
- Probation Period: 6 mths with a 3 mth interim review
- Notice period: On completion of the probationary period, 3 mths
- Contract Period: Permanent

6. Recruitment Process

Applications should include a concise (no more than 3 pages) summary of what the applicant will bring to the role and how their relevant skills, expertise and personal attributes match our requirements. This should be based on the information we have provided in this briefing document and in particular address the essential elements of the Person Specification (Selection Criteria) as highlighted in Section 4.1A

This should be supported by a full CV, with details of two referees.

Applications and any further enquiries should be submitted by email to our HR and Recruitment Partner, Tony Carruthers at Guardian People Solutions (Tony@Guardianpeople.com or 07736 729544). The closing date for Applications is **Monday 4th February 2019 at 5pm** , with interviews taking place w/c 11th Feb 2019. Further details of the interview process and format will be shared with candidates shortlisted for Interview.