



Job Description

Chief Executive

Purpose and organisational relationships

You will provide artistic and business leadership and you will inspire and motivate the Horsecross team to realise our ambitious vision.

You will give sound artistic and business advice to the Horsecross Board, ensuring effective implementation of policies and decisions.

You will have overall responsibility and accountability for the successful governance, management and development of Horsecross Arts ensuring that all aspects of the business are efficient, effective and meet the needs of our diverse customer base.

The Chief Executive reports to the Chair and Board of Horsecross Arts.

Key Accountabilities and Responsibilities

Strategic Leadership

- In conjunction with the Horsecross Board, provide strategic vision and inspirational cultural leadership, ensuring that Horsecross is at the forefront of the arts and cultural sector in Scotland, producing and presenting diverse high quality artistic programmes within budget.
- Continue to raise the profile and reputation of Horsecross Arts and act as an advocate, ambassador and champion at a local, regional and international level, representing and communicating the aims and objectives of Horsecross Arts to the public, the media and external organisations and maintaining a high personal profile.
- Ensure a strong marketing and communications function in line with the business strategy, including setting and attaining SMART marketing goals and ensuring the delivery of business critical marketing activities to time and budget.

Leadership and Management

- Lead, manage, motivate, develop and support the management team and staff to deliver an ambitious vision and ensure the efficient, effective and professional management of all resources.
- Ensure a strong marketing and communications function in line with the business strategy, including setting and attaining SMART marketing goals and ensuring the delivery of business critical marketing activities to time and budget.
- Create a positive working environment and company culture which is receptive to change and innovation.

Delivery

- Develop a network of key contacts working successfully across organisational boundaries and with a wide range of stakeholders including Perth and Kinross Council, Creative Scotland, local communities, artists, arts organisations and business networks.
- Promote enterprise and innovation while recognising the charitable objects of Horsecross Arts.
- Drive the active management and development of funding streams, fundraising programmes and commercial initiatives, developing key sustainable partnerships with corporate sponsors and other potential investors and maintaining excellent relationships with Perth & Kinross Council, Creative Scotland and other statutory and voluntary partners.
- Ensure continuous improvement and the delivery of best business practice through the development and implementation of a robust performance management monitoring framework.

Financials

- Ensure the effective functioning of Horsecross as a viable business, driving the business planning and budgetary process to maximise income. Ensure effective financial management and development and the containment of expenditure and commitments within available resources.

Governance

- Ensure continuous improvement and the delivery of best business practice through the development and implementation of a robust performance management monitoring framework
- Demonstrate strong effective leadership of health and safety and ensure that health and safety policy is an integral part of company culture.
- Work closely with the Chair and Board, providing policy and management support and advice to the Board on corporate governance and other issues affecting their roles and responsibilities.
- Attend Board meetings, Company meetings, management team meetings and all internal and external meetings as required.
- Comply with equal opportunities policy and practice, health and safety practices and principles and standards relating to quality management and customer care.
- Undertake other appropriate duties as required.

Responsibilities of all staff

- To be aware of the work of other departments in the achievement of Horsecross' aims
- To take an active part in communicating and co-operating with other staff and departments
- To follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- To work in accordance with the Equal Opportunities policy of Horsecross
- To be aware of, and comply with, rules and legislation pertaining to Health & Safety at work
- To take an active part in achieving high standards of customer and client care

Summary of Terms and Conditions

Hours of Work: Min. of 37.5 hours per week (evening and weekend working will be required)

Salary to be agreed.

Overtime is not payable

Holiday entitlement: 5 weeks, plus 10 days Public Holidays

Pension: The Government has introduced a new law which requires employers to enrol their workers into a workplace pension scheme automatically if they:

- Are not already in one;
- Earn over £10,000 a year/£833 per month/£192 per week
- Are aged 22 or over; and
- Are under State Pension age

If you meet these requirements during your contract with Horsecross Arts, you will be auto enrolled into our qualifying scheme - The Tayside Pension Fund (Local Government Pension Scheme). See [http://www .dundee.gov.uk/pensions/](http://www.dundee.gov.uk/pensions/) for further information.

- You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire;
- Horsecross Arts Ltd and you pay into it every payday;
- The government may also contribute through tax relief;
- Your pension belongs to you, even if you leave us in the future

If you do not meet the criteria to be auto enrolled, you will have the option to join the Tayside Pension Fund if you wish. Further information is available from the Payroll Officer or HR Administrator.

Access to staff ticket special offers and restaurant, cafe and bar staff discounts.

Person Specification

Essential Competencies:

Skills and Abilities:

- A knowledge of and passion for the arts
- Strong leadership, team building and interpersonal skills, including the ability to lead, manage and motivate the management team and staff, inspire excellence and embed organisational core values and decisions
- Ability to develop and implement the vision for Horsecross and turn artistic and cultural inspirations into reality, balancing artistic and financial objectives
- Ability to encourage the team to work together productively to achieve common objectives and take ownership of tasks
- Sound judgement in identifying artistic product and programmes
- Entrepreneurial flair and focus, including the ability to recognise and exploit commercial and external funding opportunities
- High standards of personal and professional integrity and demonstrable integrity and respect for others
- Ability to foster a team ethos and to motivate individuals and teams to perform to the highest standards
- Ability to think both strategically and pragmatically
- Ability to manage change effectively and sensitively
- Ability to develop and maintain effective relationships and to work successfully across organisational boundaries with a wide range of stakeholders
- Excellent time management skills and ability to respond positively to challenges under pressure
- Prepared to work flexibly and outwith office hours when necessary
- Ability to work co-operatively and successfully with the Chair and Board; and other stakeholders

Knowledge / Experience:

- Experience of working in a senior strategic leadership and management role within a diverse cultural organisation and looking for the fresh challenge Horsecross Arts will provide
- Demonstrable artistic programming record with a vision for development.
- An exceptional communicator in writing and orally, with proven presentation and communication skills and excellent negotiation and influencing skills
- Business skills and commercial acumen with demonstrable skills in financial management, negotiation and balancing risk
- Demonstrable effective management of marketing functions and experience in defining success for marketing in the culture and leisure sector.
- An understanding and awareness of the political dimensions within which Horsecross operates, including the decision-making processes of government and the work of other strategic bodies
- Proven fundraising track record.
- Effective partnership working and experience of delivering partnerships locally, regionally and nationally
- Experience of successfully delivering a major capital project desirable.