



Cambridge Community Arts

Chief Executive Officer

Fixed term contract, two years

About this role

In Spring 2024, CCA's founding CEO will begin a two-year career break. CCA's interim Chief Executive will lead the Charity during that time, providing continuity for learners, staff and partners and visionary strategic planning for the future.

The successful candidate will lead CCA from our 10th anniversary in March 2024 in the next chapter of its life, directly improving the quality of life of our communities across Cambridge and the surrounding areas. You'll be responsible for creating and leading the vision and strategic planning to boost CCA for success in 2024-2026 and beyond.

Job Details

Job Title: Chief Executive Officer

Contract: This position is initially being offered as a **two-year fixed term contract**, full-time or part time (80%).

Hours of work: The role can be delivered over 4-5 working days a week and flexibility is required. We welcome those interested in flexible, part-time or compressed hours.

Salary: £40-45,000 per annum pro rata

Responsible to: Board of Trustees

Location: Cambridge. Hybrid working is possible, combining home-working and substantial, meaningful in-person time in the Cambridge office.

"The best thing about working for CCA is being part of a team that cares about the people we work with, and each other"



About CCA

CCA's vision is of healthier communities empowered by their own creativity. Our mission is to support adults to overcome health barriers to social inclusion through creative participation and learning. Since 2014 we have provided over 200 creative arts courses to over 2000 people. Evidence shows that our work increases mental wellbeing, improves confidence, reduces social isolation and loneliness, and supports people towards employment.

Our charitable objective is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society, particularly but not exclusively through the provision of arts-based activities.

CCA's Core Values are central to all we do. CCA is: Welcoming, Empathetic, Inclusive, Respectful and Empowering.

Through our courses and projects...



We have supported over

2000

CREATIVE JOURNEYS



Across

24

ARTFORMS



Employed

61

PROFESSIONAL CREATIVE PRACTITIONERS



Supported by

25

PROJECT PARTNERS



Assisted by

94

VOLUNTEERS



In

48

COMMUNITY VENUES



Job Purpose

The next CEO of CCA will:

- Lead CCA from our 10th anniversary in March 2024 in the next chapter of its life, directly improving the quality of life of our communities across Cambridge and the surrounding areas.
 - Provide strategic leadership to CCA, the organisation and the dedicated and talented team, to enable the charity to strengthen its sustainability and contribute to improving the health and wellbeing of people at risk of social exclusion through participation in arts activities.
 - Maximise the impact of the Charity by leading with vision, motivating the team and effectively managing financial and other resources.
- Be responsible for leading the vision and strategic planning to boost CCA for success in 2024-2026 and beyond
- Be responsible for the financial and people resources of CCA, including close financial management.
- Fundraise for CCA, in particular being accountable for researching and completing trusts & foundation grant applications.
- Directly manage the Head of Delivery and Marketing & Communication Officer

Key Responsibilities

The responsibilities of this role are broad-ranging, and a more detailed list will be shared with long-listed candidates, along with a schedule of Delegated Authority. The CEO is ultimately responsible for these areas, but the Trustees encourage delegation and teamwork where appropriate and beneficial.

1. **Strategic, Financial, Business Planning and Management - Produce, implement, monitor and evaluate effective performance of CCA's key strategic, financial and business and human resource activities.** We are looking for strong leadership and guidance to CCA's staff team, volunteers, trustees and partners. Our new CEO will work with the Trustees to develop, update, deliver and monitor the CCA Strategic Plan, advising on risks and opportunities as they arise.



2. **Income Generation and Fundraising** - Generate income for CCA's ongoing annual revenue through successful creation and implementation of a financial strategy that ensures the Charity's long-term financial sustainability and stability. Core skills include an ability to identify and secure funding for future projects and programmes through grant applications, donor relationship building and partnership working.
3. **People Resources** - Overall management of CCA's staff, artists, volunteers and trustees, including recruitment, contracts, performance management, training and recognition in collaboration with a third-party HR support service.
4. **Governance** - support and collaborate with the Board of Trustees to enable the Board to fulfil its governance function. This requires organising regular meetings with Trustees (including quarterly Board meetings, subcommittee meetings and ad hoc as required) and an open communication style, as well as ongoing recruitment of trustees, succession planning and organisational duties such as coordinating the AGM and annual reports and accounts.
5. **External relations, public affairs and profile raising** - Maintain and develop CCA's profile and build positive relationships with key partners and stakeholders, promoting CCA's public identity and role, developing creative media strategies and networking with major stakeholders, media, funders, enablers, the community and supporters, and health and social care organisations.
6. **Project Management** - Oversee the running and co-ordination of project work. The day to day running of CCA's courses requires liaison with the artists who lead workshops and partners who refer participants to courses, plus budget management, marketing, meeting project targets and ensuring compliance with statutory requirements for health and safety, safeguarding and privacy.



Person Specification

CCA's Trustees would like to hear from potential candidates with CEO/senior leadership experience as well as those who feel ready to take the next step into their first senior leadership position. The Trustees will support the CEO in identifying training, development and mentoring opportunities as required. We recognise that the "perfect candidate" might not exist and are interested in aptitude and vision just as much as proven experience.

CCA's next CEO will have:

- Strong alignment with CCA's Vision and Core Values
- Experience of leading a team, most likely in a mission-drive context in the charitable, arts or health sector
- Experience of line managing and coaching team members
- Experience of evaluating and communicating outcomes with qualitative and quantitative reporting for stakeholders including funders, Trustees and partners
- Experience of managing budgets, financial operations and reporting
- Examples of successfully increasing an organisation's funding or revenue
- An ability to deliver successful, high value fundraising campaigns and applications
- An ability to communicate effectively with diverse audiences and stakeholders
- An ability to drive projects to completion and evaluation
- An understanding of strategic planning
- An understanding of equal opportunities, safeguarding and data protection best practice
- An understanding of organisational brand and reputation

The successful candidate might also have some of the following expertise:

- Experience reporting to and working with a Board of Trustees or non-Executive Board
- Experience of arts and creativity in a health and wellbeing context
- Experience of working with people with mental and physical health challenges
- Experience of Public Sector tendering
- Experience of managing volunteers
- Experience of using a database or CRM software to store and analyse information



Shared criteria

These essential attributes are common to all CCA roles and underpin the shared responsibilities of the team.

- Committed to CCA’s vision, mission, values, and operational approach.
- Demonstrable commitment to inclusion and diversity.
- Willingness and ability to occasionally travel and to work outside normal office hours.
- Highly collaborative with colleagues; able to work in a very small team and with support, manage own workload, priorities, and performance.

How to apply

To apply for the position, please email trustees@camcommarts.org.uk with a CV and a short cover letter detailing your suitability for the role and why you’d like to lead CCA. If you would prefer, your cover “letter” could be delivered in video or audio format. If you choose to do this, please ensure it is no longer than 5 minutes.

It is important for us to monitor the diversity of applications to our staff team, please help us do this by completing this form: <https://forms.gle/HTrPsmfZABDjfqHE8>. Please note that this is optional and completely anonymous.

Process

- If you wish to have an informal discussion about the role with one of CCA’s Co-Chairs, please reach out to trustees@camcommarts.org.uk before the application deadline.
- Application deadline: Sunday 7th January 2024.
- First Round Interviews (online): Mid- to late-January 2024
- Second round Interviews (in person): Early February 2024



CCA is an equal opportunities employer

CCA is committed to encouraging equality, diversity, and inclusion among our team, and eliminating unlawful discrimination. The aim is for our team to be truly representative of all sections of society and our customers, and for each team member to feel respected and able to give their best.

We are keen to receive applications from people of colour, people with disabilities, people who identify as LGBTQIA+, and people from other marginalised groups. If you would like an informal chat about the post and whether you meet the person specification, please email trustees@camcommarts.org.uk to arrange a telephone appointment.

Please note that the selection process is separate from our [equal opportunities monitoring](#). The EO form demonstrates if our recruitment policy is encouraging a diversity of applicants and will inform future recruitment campaigns.

Wellbeing

CCA is committed to the wellbeing of the team and offers support in several ways:

- Team support – we encourage peer support
- Fast track to psychological services – a confidential service provided by the NHS for voluntary sector staff working in health and social care,
- Contribution to counselling where required in relation to work,
- Opportunity to take a CCA short course where this fits with working hours,
- Team wellbeing away day.

Training

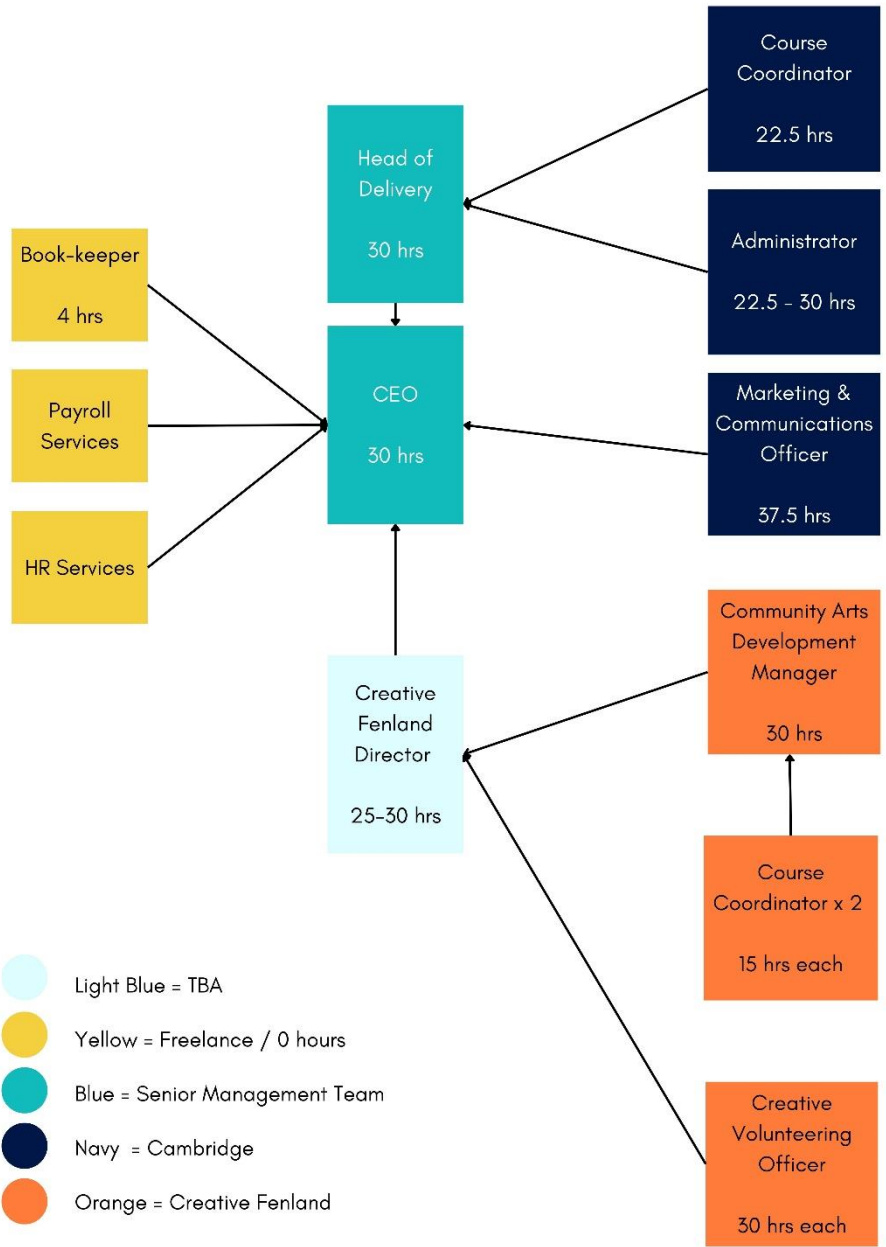
If you do not have up to date training in the following areas this may be provided:

- Adult Safeguarding
- Prevent
- First Aid
- Mental Health First Aid

CCA will provide other training where needs are identified.



Staffing Structure



24 November 2023