



WHO WE ARE

Our Vision: We make magic out of the everyday, create memories that last forever and transform how people see the world, their community and their place within it

Handmade Parade is an arts organisation based in West Yorkshire, who specialise in producing community focused parades and events, and making giant puppets, costumes, parade structures and lanterns. We run our own signature events in our home valley; the Hebden Bridge Handmade Parade – a daytime parade with a very strong narrative and over a thousand participants, and the Lamplighter Festival - a large lantern parade with a small but gorgeous light festival. Our Facebook page is [here](#) and our website is [here](#).

Our events are created with the communities we work with, between professional artists producing their own work, and high quality, accessible, community making and performing workshops. Our work with the community, place-making, and individual creativity is very much at the core of how (and why!) we work. We often partner with other organisations to manage and run parades, events and workshops, both nationally and internationally.

We also build and hire out giant puppets, site décor, and illuminated sculptures and puppets to festivals and events, and public and corporate clients.

JOB DESCRIPTION

Job Title:	Executive Director
Location:	Working from home and from office in Hebden Bridge
Responsible to:	Chair and Board of Directors
Responsible for:	Administrator
Hours:	22.5 hours (3 days) per week
Salary:	£39,500 pro-rata to 22.5 hours per week - £23,700
Contract:	Temporary (Initial 6 months with a view to a permanent position)

Job summary

To provide management and leadership in implementing board policy in a manner consistent with the vision, mission and aims of the organisation.

Key Responsibilities

Working with the board

- Strategic / Business Plan development, updating and monitoring, in conjunction with the Artistic Director, Chair, Treasurer and other directors
- To work with the existing trustees, to further develop the board
- Act as a resource to Board of Directors so that policy decisions are made on an informed basis
- Keep Chair and Board informed (on a timely basis) of significant issues affecting the development and delivery of programmes and services

- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Act as Company Secretary and ensure full compliance with Companies House
- Actively participate in performance review processes

Financial Management

- Management of all financial processes, systems, and payments in line with the organisation's Finance Policy
- Ensure development of annual budget, and present to board for review
- Work with the company's accountants to ensure accurate reporting to HMRC and timely payment of all liabilities, including PAYE and VAT
- Oversee preparation of year end accounts and sign off with the board
- Arrange appropriate levels of insurance cover for all HMP activities, including for space, workshops, hires and projects and employer's liability.

Income generation

- Lead on or supervise all fundraising activities, as appropriate
- Write funding bids for HMP activity, or supervise, as appropriate
- Develop funding bids for partners where HMP will be the commissioned organisation
- Ensure accurate and timely reporting to draw down grants and develop relationships with funders
- Proactively seek other earned income opportunities including rental income, hires income, training and other

Staff Management

- Manage operational staff and activity including, but not exclusive to communications, fundraising, finance, administration and business development.
- Ensure appropriate staffing and skill levels within the constraints of the organisation's resources
- Develop and maintain appropriate job descriptions for staff supervised in this role
- Establish and implement appropriate performance review systems
- Responsibility for DBS checks and to act as safeguarding lead for the organisation.

Facilities Management

- Ensure that facilities and equipment are appropriate to the needs of the organisation • Ensure proper maintenance of facilities, furniture and equipment
- Ensure a clean and safe working environment for staff and visitors at HMP premises

Developing Programmes and Services

- Work with Handmade Parade team to develop partnerships and income-generating opportunities
- Work with Artistic Director to develop programmes and services to align with HMP artistic goals, funder expectations and sector needs
- Oversee implementation of effective qualitative and quantitative evaluation of all projects and services

Stakeholder relationships

- Represent the organisation on appropriate committees, network and joint projects
- Develop and provide information about the organisation's goals, programmes and services

PERSON SPECIFICATION

Skills	Essential / Desirable
Experience of working with a board, including producing relevant reports & understanding of statutory reporting	E
Effective financial management skills including budgeting & cashflow projection	E
Evidence of successful fundraising from national funding bodies, including Arts Council England	E
Understanding of funders' evaluation and reporting requirements	E
Team leadership experience	E
Organisational general administration experience (insurances, utilities, renewals etc)	E
Experience of managing a building	D
Proven Stakeholder Management	E
Report Delivery (narrative and metric-based)	E
Organisational & Team Management	E
MS Office skills (Excel and Powerpoint in particular)	E
Experience	
Experience of managing a non-profit organisation	E
Arts management experience	E
Qualifications	
Relevant degree	D

Please send your CV with a covering letter, and contact details for two referees to info@handmadeparade.co.uk by **9am on Sunday 24th January 2021**. **Shortlisted candidates will be notified by the evening of Monday 25th, and will be interviewing via Zoom on Wednesday 27th.**

Please feel free to get in touch if you would like to arrange an informal conversation about the role.

The role is initially temporary for 6 months, but with a view to being a permanent position. It will be a flexible position with the option to work from home, though some regular hours in the office with the team are required in the future once restrictions are eased.