

Registered charity (No: 1126253). Company registered in England (No: 6301716)

Charity Director

Information pack, including: Job Description, Person Specification, application process and expected timeline

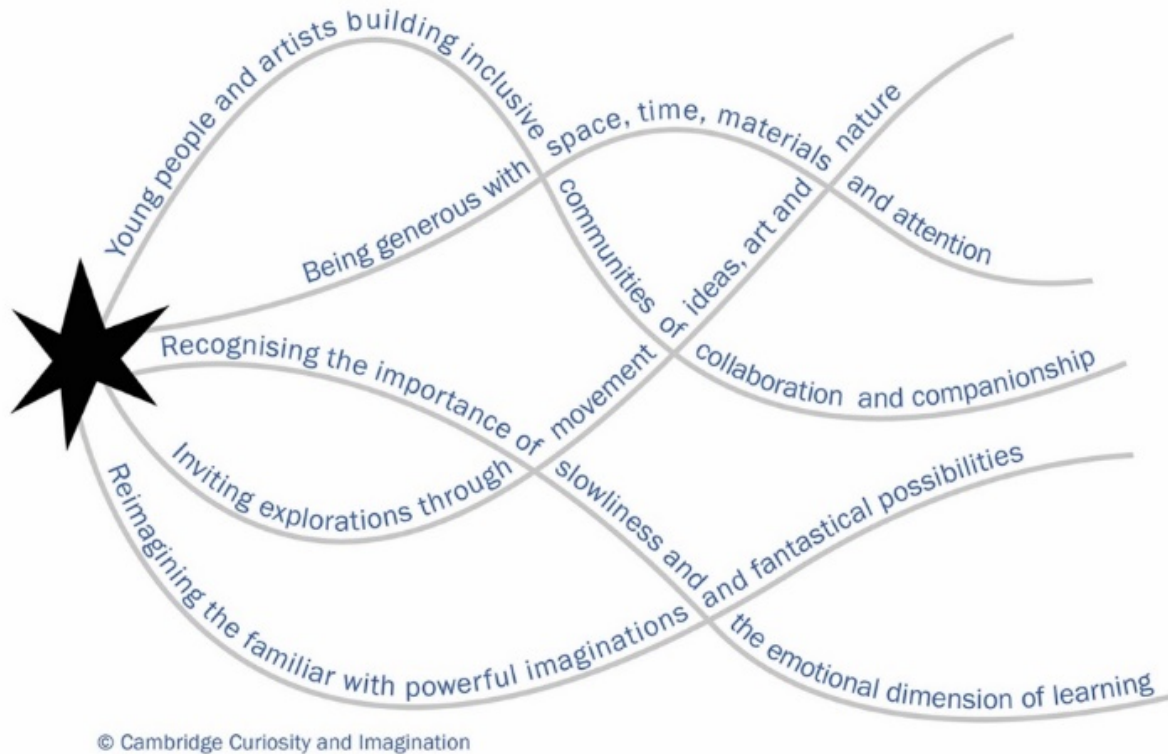
Job Title:	Director
Contract:	This position is initially being offered as a 12-month fixed term, freelance contract.
Responsible to:	The Board of Trustees
Line Manager to:	Charity Manager, Finance Manager
Hours of work:	The initial expectation is that the role can be delivered by someone working 3 days per week (based on 8 hours/day and 144 days/year). Some flexibility is required about which hours/days the Director works.
Location:	Cambridge (CCI does not have an office)
Remuneration and conditions of service:	£250 per day Candidates must be eligible to work in the UK This is a freelance role. You will be responsible for your own Tax and National Insurance.
Start date:	2 September 2024 (with some handover time before then)

About CCI:

- [Cambridge Curiosity & Imagination \(CCI\)](#) is an award-winning arts and wellbeing charity that helps children and young people and their communities to thrive
- Over 20 years, we've developed a unique approach that makes a real difference. Working with artists in the places and spaces on our doorsteps (often the outdoors), our projects help build creatively healthy communities across our region
- Children and young people are at the heart of all our work. We design ways for people of all ages to develop their own curiosity and imagination alongside them by inviting everyone into playful environments and giving them the permission to express their own ideas
- We believe passionately that the voice of children and young people should be heard when working to imagine a better and more sustainable future. We regularly advocate for this alongside our partners

- Please look at [our website](#) for more information about how we work, our projects, and the partners we work with.

Our values are central to all that CCI does:



Job Purpose Summary:

- To lead and manage CCI’s strategic direction, finances and operations

Main Responsibilities:

Strategic Leadership

- Provide vision, leadership, and direction in collaboration with the Board of Trustees, artists, colleagues, partners, and beneficiaries
- Lead on strategy development, in partnership with the Board

Financial Management

- Develop and implement a funding strategy that explores and maintains short- and long-term funding options, in collaboration where appropriate with partner organisations, in order to secure the necessary finances to cover CCI’s core costs and deliver projects to achieve CCI’s mission
- Manage CCI’s budget, ensuring income is in line with expenditure to ensure breakeven budget and over time build a reserve fund

- Work with the finance manager to administer expenses and prepare financial reports.

Partnerships and Relationships

- Sustain the ethos of CCI through actively engaging artists, partners and the community
- Build and maintain strong strategic partnerships with other local and regional organisations who share similar mission and values
- Maintain a strong partnership with Fullscope as an active member of the Fullscope partnership board ([Fullscope](#) is a consortium of leading organisations supporting the mental health and wellbeing of children and young people in Cambridgeshire and Peterborough. CCI was a founding member of the consortium)
- Develop and maintain good relationships with funders and with potential beneficiaries, including local schools, statutory services, education services, commissioners, the wider children and young people's sector and other groups as appropriate
- Maintain a good knowledge and understanding of local service providers, including young people's support services in the statutory and voluntary sector
- Proactively keep abreast of local and national initiatives and best practice
- Ensure children, young people and other beneficiaries are actively, imaginatively and meaningfully involved as key voices in shaping what CCI does and how we do it

People

- Ensure an inclusive culture and ethos of warmth, respect, best practice, good communication, and shared risk management
- Recruit, induct and manage freelance colleagues employed by CCI to deliver/ manage/support the charity's day-to-day operations and projects, including the Charity Manager, the Finance Manager, artists, and other freelance associates, and volunteers associated with projects as necessary
- Build and maintain effective relations with CCI's trustees

Projects

- Coordinate, plan, and manage CCI projects, ensuring aims and objectives are achieved
- Ensure effective and efficient monitoring and evaluation of CCI projects
- Carry out risk assessments as required and ensure any immediate and urgent risks are escalated as appropriate
- Continue to build the evidence base of the value and impact of CCI's work, including through liaisons with academics

Communications and Marketing

- Lead the creation and delivery of CCI's communications and marketing strategy to ensure the work and its outcomes reach a wide network of beneficiaries and stakeholders
- Activities to implement that strategy will likely include:
 - a) acting as the lead spokesperson/figure-head for CCI and as an advocate for CCI and its partners
 - b) writing regular news bulletins
 - c) working with the Charity Manager to ensure CCI's website is up to date

- d) managing CCI's social media channels and
- e) attending conferences and networking meetings where appropriate

Person specification:

Essential criteria
<p>CCI's next Director will have:</p> <ul style="list-style-type: none"> • A strong personal commitment to CCI's Mission and Values • Experience of arts and creativity in a health and wellbeing context • Experience of working with partners and an ability to communicate effectively with diverse audiences and stakeholders • Experience of managing and leading people, most likely in a mission-drive context in the charitable, arts or health sector • Experience of financial management (for example managing a budget and reporting) • An ability to drive projects to completion
Desirable criteria
<p>The successful candidate may also have some of the following experience or expertise:</p> <ul style="list-style-type: none"> • An understanding of best practice in relation to: equality, diversity and inclusion; safeguarding; and data protection. • An understanding of organisational brand and reputation • Experience working with a Board of Trustees or non-Executive Board • Experience of communicating impact and outcomes with qualitative and quantitative reporting for stakeholders including funders, Trustees and partners • Experience of successfully increasing an organisation's income (for example through having successfully delivered a fundraising campaign) • Experience of Public Sector tendering • Experience of managing volunteers

How to apply:

To apply for this position, please email alex@cambridgecandi.org.uk with:

- (i) your CV, including contact details and the name and role of two referees, and
- (ii) a cover letter (not longer than 2 pages), saying why you'd like to lead CCI and detailing your suitability for the role, based on the person specification above.

Process & expected timeline:

- If you are interested in applying for the role, you're welcome to have an informal chat in advance with CCI's Chair. Please email Richard at mcleanonline@hotmail.com before the application deadline.
- Application deadline: Saturday 30 March.
- Sift: 2-5 April 2024. Candidates invited to interview will be informed by 5 April.
- Interviews (in person in Cambridge): 8-12 April 2024 (exact date and location to be confirmed). Candidates will be asked at the start of their interview to make a short presentation (5-10 minutes) on a subject relating to the role; they will be given the subject in advance.
- Expected start date: 2 September 2024, with some handover time before then.