



EXECUTIVE DIRECTOR

**RECRUITMENT PACK
OCTOBER 2023**



NOTE FROM THE BOARD

Thank you for your interest in Galway Community Circus. After fifteen excellent years in the role, Ulla Hokkanen will step down as Executive Creative Director of our organisation. The Board of Directors is now looking for a new Executive Director to lead Galway Community Circus into its third decade.

We are seeking to appoint an Executive Director to lead our organisation in the next phase of our journey as we deliver inclusive and ground-breaking circus arts participation and education following our 2023-2027 strategic plan ['Creating Magic Together'](#).

We are looking for an inspirational, creative and inclusive leader with a track record of strategic leadership and the ability to work collaboratively with staff and partners. They must be able to articulate Galway Community Circus' vision, mission and values across a multifaceted organisation, as well as communicate this to, and work with, a wide range of internal and external stakeholders.

This is an exciting opportunity for someone looking for a leadership role at the crossroads of the arts, education and social enterprise. It will offer exciting opportunities to further develop our rich partnership with the University of Galway towards developing a third-level education for circus in Ireland, work with Rethink Ireland to lead on our social enterprise growth strategy and continue and further develop our international partnerships and programmes.

The appointment of a new Executive Director provides a significant opportunity for the organisation to bring new energy, focus and vision to bear on its ambitions for further growth and development. The next Executive Director will be accountable to the Board for the direction and management of the organisation and leadership of staff. They will provide artistic and strategic leadership and drive Galway Community Circus' vision of a future in which play, care and creativity are nurtured through circus education accessible to every child in Ireland.

We look forward to hearing from you!



ABOUT GALWAY COMMUNITY CIRCUS

Galway Community Circus is Ireland's flagship for youth and social circus, located in the heart of Galway City with a local, national and international remit. We provide access to high-quality subsidised circus arts education through our award-winning circus school offering youth and adult programmes for over 500 weekly students as well as professional training for circus artists and educators and community programmes in partnership with those who have specific social or developmental needs. We provide artist supports, training and mentoring and lead the development of youth circus in Ireland through our academic, national and international partnerships.

Galway Community Circus is an Arts Council of Ireland strategically funded organisation, recipient of Rethink Ireland's Step-Up Social Enterprise Development Award (2023-2025), winner of the Galway Chamber Culture and Creativity Business Award and an awardee of Erasmus+ Youth Accreditation and European Solidarity Corps Quality Label. Funded by the Arts Council's Young People, Children and Education Residency Scheme, we are 'Artists in Residence' at the University of Galway from 2023-2024. Galway Community Circus is a company limited by guarantee and a registered charity governed by a voluntary Board of Directors. We have a brilliant and very international team of nine employees and a wider team of twenty including a core freelance team, one CE scheme participant and four full-time European volunteers.

Our Vision

A future in which play, care and creativity are nurtured through circus education accessible to every child in Ireland.

Our Mission

We foster the growth of youth circus in Ireland and internationally through our dynamic circus school.

Our Purpose

We are striving to create connection, empower expression and support social change.

Our Values

Play - We value creativity and self-expression and bring a sense of fun, play and curiosity to everything we do.

Care - We create a safe space of care for everyone within our circus community, put our participants at the centre of our practice, and always strive for diversity, inclusion and equality.

Perseverance - We value perseverance and embrace failure as an opportunity to learn and grow.

Generosity - We are committed to active learning and sharing our knowledge with others and strive to build lasting relationships.

Responsibility - We are a responsible organisation, clear in our duties to each other and to those who support our work and actively conscious of our environmental impact.

Our Strategic Goals

Over the next five years we will foster the growth of youth circus in Ireland and internationally by focusing on five core goals that will enable us to increase our reach in terms of the size and diversity of our audiences, continually improve the quality of our programmes, embed equity of access, experience and outcomes into all of our activities, and improve the conditions in which circus professionals can live and have sustainable careers in Ireland.

Our Goals 2023-2027

1. Grow the impact of our dynamic circus school in Galway
2. Share our model of inclusive circus education throughout Ireland
3. Develop and professionalise circus education with academic, national & international partners
4. Build a community of valued circus professionals
5. Create a secure sustainable future for the company



THE ROLE: EXECUTIVE DIRECTOR

PRIMARY FUNCTION:

To provide inspirational and effective leadership for Galway Community Circus. To initiate and deliver artistic, strategic and business objectives, provide clear direction, manage change, and support and engage staff, board and stakeholders.

REPORTS TO:

Board of Trustees

LINE MANAGER TO:

Head of Circus School, Head of Projects and Development, Head of Finance and Governance

RESPONSIBILITIES:

Strategic Leadership

- Provide strong, engaging, inclusive and inspirational leadership
- Develop influence at local, national and international levels by creating and nurturing collaborative partnerships and innovative approaches to expand the organisation's reach and impact
- Communicate and further the vision of Galway Community Circus internally and externally
- Be an ambassador and leading voice for Galway Community Circus promoting the organisation to a range of stakeholders
- In collaboration with the staff, design a diverse and engaging artistic programme for Galway Community Circus that expresses our vision for inclusive and ground-breaking circus arts participation and education
- Lead the implementation of the organisation's strategic plan 2023-2027 'Creating Magic Together' and social enterprise development strategy working with the board and staff at all stages
- Lead the development and implementation of annual operational plans and future strategic plans

Operational Leadership and Management

- Guided by our organisational values, lead on staff wellbeing, development and recruitment to sustain an open and dynamic work environment that welcomes and supports diversity
- Provide confident, effective, and empathetic leadership to the staff ensuring that the team is skilled, motivated, and supported to deliver the company's artistic and business objectives
- Ensure the organisation has appropriate and effective organisational processes, systems and management structures in place and that all statutory and legal obligations and compliance measures are in place, liaising with external service providers as needed
- Ensure that all key activities follow our outcomes measurement plan so that the organisation can continually improve its practice and inform future planning. Ensure a culture of active learning and sharing across the team
- Make timely, informed and effective decisions with good judgement



THE ROLE: EXECUTIVE DIRECTOR

RESPONSIBILITIES (CONTINUED):

Finance and Governance

- Overall responsibility of the organisation's finances, including setting and approving budgets and working on financial reporting in conjunction with the Head of Finance and Governance
- Working with Head of Finance and Governance, ensure appropriate and effective systems for financial management and internal financial controls, including budgeting, business planning, forecasting, management accounting, delivering financial targets and financial compliance
- Maintain strong and positive working relationships with the Board. Attend Board and sub-committee meetings for the presentation of appropriate reports, advice and support
- With the Head of Finance and Governance, ensure the company's compliance with all statutory requirements as a limited company and a registered charity and with the terms of any funding agreement, including the Arts Council and Erasmus+ reporting requirements
- Lead on the strategic development and implementation of Galway Community Circus' policies and practices
- Assess, manage and mitigate risks at an organisational, project and personnel level

Fundraising and income generation

- Lead the implementation of the organisation's social enterprise development strategy working with Rethink Ireland and other stakeholders
- Lead on the overall fundraising and income generation strategy for the organisation ensuring focus on values, strategic goals, and safeguarding the company's brand and future
- Actively seek to identify and prioritise development opportunities and funding sources. This may include developing proposals and responding to fundraising opportunities including preparation of large-scale, multi-year organisational funding bids, with support from team members – particularly the Head of Projects and Development

Diversity, inclusion and environmental stewardship

- Champion diversity, inclusion, accessibility and equal opportunities in all aspects of the organisation, inspiring commitment and action in others
- In the development and production of the company's work, consider inclusivity, diversity and sustainability as core elements of all decision-making

This list of responsibilities is not exhaustive, and the Executive Director will be expected to perform any other duties consistent with the role of an Executive Director, and/or any other duties reasonably required by the Board.



THE ROLE: EXECUTIVE DIRECTOR

IDEAL CANDIDATE PROFILE

Experience

- Significant experience in a senior role in the arts, charity or social enterprise sector
- Experience in artistic programming/producing, ideally in a youth arts / circus / arts participation / arts and wellbeing context
- Significant experience in team leadership and line management
- Experience in creating, nurturing and managing relationships and partnerships in a variety of contexts in reference to internal and external stakeholders
- Experience in devising and implementation of strategic and operational plans in the not-for-profit sector
- Strong, up-to-date experience of income generation and firsthand experience of fundraising across public and private sources
- Experience in financial management of an organisation and managing budgets of minimum €500,000
- Experience or knowledge of European funding structures (Erasmus+, Creative Europe etc.), relevant international networks and international partnership programmes
- Experience in developing organisational policies and procedures that are understood and followed by a diverse staff team

Knowledge and Skills

- The ability to think strategically, seek out entrepreneurial opportunities, foster innovation and take creative risks
- Excellent organisational skills with the ability to confidently work across all levels of an organisation and successfully manage multiple projects concurrently
- The ability to respond to a varying workload by managing tasks and time efficiently, prioritising and making effective decisions
- Excellent interpersonal, leadership and people management skills and the ability to develop, maintain, and nurture relationships
- Sophisticated understanding of, and networks in, the Irish arts and/or charity sector
- Excellent communication and advocacy skills, both oral and written, and high computer literacy
- Financially astute
- An understanding of not-for-profit company structures, charity governance and organisational risk management

Personal Attributes

- Passion and commitment to Galway Community Circus' vision, values and programmes
- Commitment to the value of young people as important members of society; motivated to uphold their rights and ensure that they are supported to develop to their full potential
- A positive and enthusiastic approach to work and its challenges: *We value creativity and self-expression and bring a sense of fun, play and curiosity to everything we do*
- Openness to exploring and learning, with commitment to continued professional development: *We are committed to active learning and sharing our knowledge with others and strive to build lasting relationships*
- Ability to deal with uncertainty and maintain personal resilience: *We value perseverance and embrace failure as an opportunity to learn and grow*
- Honest, responsible and committed to best practice: *We are a responsible organisation, clear in our duties to each other and to those who support our work and actively conscious of our environmental impact*
- An understanding of and deep commitment to diversity, inclusion and equality: *We create a safe space of care for everyone within our circus community, put our participants at the centre of our practice, and always strive for diversity, inclusion and equality*



TERMS AND APPLICATION

TERMS OF APPOINTMENT

Salary: €55,000 Per Annum

Hours: Full-time role 40 hours (5 days) per week, including a daily paid 0.5-hour lunch break. Hours will vary during busy periods, with occasional weekend and evening work. Holidays: 4 weeks + public holidays + additional hours/days as per organisation's TOIL Policy.

Location: Based at Galway Community Circus, Galway City, Ireland (wheelchair accessible) with some national and international travel. This position is open to hybrid working (pending agreement and team requirements) including flexible working hours, remote work options and access supports. A fully remote working option is not available for this post.

Contract: Three-year contract pending probation period of 6 months, with a 3-month review.

HOW TO APPLY

Closing date for applications: 5pm, Monday 13th November 2023

Interviews held on: Weeks commencing 27th November and 4th December 2023

Please provide your CV and a letter of application detailing your suitability for the role to recruitment@galwaycircus.com with "Executive Director" in the subject line.

Please contact Dr Ian Walsh, Chairperson, at ian.walsh@universityofgalway.ie or Ulla Hokkanen, Executive Creative Director, at ulla@galwaycircus.com for any questions about the role.

Galway Community Circus is an equal opportunities employer, and it does not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race.

We look forward to hearing from you!

Galway Community Circus
St. Joseph's Community Centre
Ashe Road, Shantalla,
Galway, Ireland, H91 A4VW
Registered Charity Number: 20064747
Company Registration Number: 453185

www.galwaycommunitycircus.com

Check us out on social media:

