

A large, abstract watercolor splash in the background, featuring a mix of blue, green, yellow, orange, and red colors. The colors are blended and bleed into each other, creating a soft, painterly effect.

# **Executive Director**

**Recruitment Pack**

# Welcome from DASH!

Hi there,

A warm welcome to DASH. Thank you for thinking about applying for the role of Executive Director. I hope our recruitment pack inspires you to apply and join me in leading DASH together.

**DASH** has undertaken 20 years of important work with representation and collaboration at our heart. We've built inspirational and long-lasting partnerships with some of the UK's leading galleries and museums, Disabled, d/Deaf and Neurodivergent artists, art workers and audiences. It is on these shoulders we stand as we begin our next chapter.

Appointed as Chief Executive Officer and Artistic Director in 2023, I'm one of the few Autistic/ADHD leaders in the arts and I'm thrilled to be leading DASH in this next period of development and expansion.

Our approach is artist run and action research led. We work on disabled time frames, which means our productivity and thinking is held with a generous authority within ableist systems and society. Our neuroaffirming approach to our work, allows for constant reflection and holding firm a psychological safe space for all.

We have some exciting work for the coming years through our 'Future Curators Programme', intersectional critical thinking programme, artist commissions & systems change work.



We are committed to being truly Disabled-led and representative of our artists & people we work with. The role is **open only to applicants who are Disabled, d/Deaf, Neurodivergent and/or have any long term physical or mental health conditions or illness**, who are creative, curious, engaged and proactive.

The work of DASH is complex, purposeful, joyful & creative. I do hope you will consider joining us for our next chapter.

With warmth,  
**Heather Peak**

Artist/Chief Executive Officer/Artistic Director  
(CEO/AD)





# Executive Director



DASH is seeking an Executive Director to:

- **Lead** on the development & implementation of our operations, systems, policies & performance indicators.
- **Enable** & support teams through project management to fulfil their objectives.
- **Deputise** when required for the CEO/AD by providing leadership & senior level oversight.
- **Lead** on income generation for DASH through both fundraising & earned income strategy, creating the conditions in which DASH can thrive.

DASH is a Disabled-led, visual arts charity with a vision for a world where Disability Art is equally valued. For the past 20 years, its mission has been to effect sector change, removing barriers to access and establishing Disability Arts practice as mainstream.

DASH is looking for an ambitious leader to work with the CEO/AD to transform & contribute significantly to shaping the company's strategic, artistic, operational & financial wellbeing.

They are expected to promote & maintain an organisational culture that remains true to our core values of curiosity, trust, learning, creativity, representation, sustainability & equality.



# The Role

**Job Title:** Executive Director

Responsible to: Chief Executive Officer/Artistic Director (CEO/AD)

Salary: **£42,000** per annum  
35 hours per week OR

**£33,600** per annum  
28 hours per week

Contract: Permanent

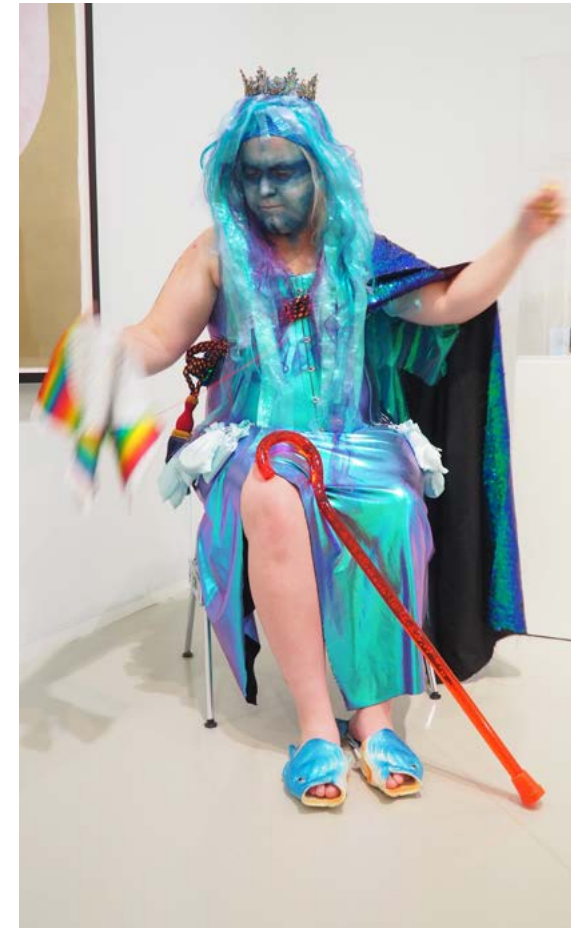
Conditions: Flexible, hybrid, fortnightly team working in-person

Holidays: 25 days, plus public holidays (pro-rata for 28 hours per week)

Start date: Immediately

**Job Requirements:** We are particularly interested in your ability, experience & potential, rather than your qualifications, so there are no formal minimum requirements.

It would be beneficial to have positive and recent experience of leading and supporting a team and stakeholders successfully through substantial change.



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# Responsibilities

## Leadership and Charity Management

- **Lead** the DASH team by working closely with the CEO/AD and accountants to manage the organisation's financial resources, budgeting, and reporting to ensure responsibility, value for money and sustainability.
- **Lead** on financial sustainability planning and oversight in partnership with the CEO/AD.
- **Supervise** on Charity Commission submissions acting as Company Secretary, ensuring compliance and accountability.
- **Report** progress of work, goals, problems and other opportunities to the CEO/AD and Board of Trustees.
- **Ensure** compliance with all relevant legislation as an employer and registered charity.
- **Build** strong relationships with the Chair and Board members and support Board development and recruitment, with regular skills audits to inform planning. Support succession planning for key roles.
- **Manage** the quarterly Board meetings and subcommittee cycles, preparing papers and meeting minutes to ensure compliance, accountability and appropriate reporting. Work alongside the CEO/AD in setting agendas.
- **Take overall** responsibility for financial management in all areas of DASH's activity, working closely with the CEO/AD, Board, auditors and accountants.
- **Supervise** and motivate staff - establishing a culture of open communication, support and teamwork.
- **Ensure** mandatory staff training is updated and skills are developed and that staff are enabled in their professional development and practice.
- **Adhere** and actively contribute to all policies and procedures including health and safety, equality and anti-racism, safeguarding and sustainability with the CEO/AD keeping up to date with developments across the sector in accountability.





# Responsibilities

## Fundraising and Income Generation

- **Lead** the development of DASH's fundraising strategy, pipeline and applications to ensure delivery of DASH's core funding targets annually and programme fundraising activities, in close collaboration with the CEO/AD and team.
- **Hold and enhance** relationships with key funders including DASH's relationship with Arts Council England (ACE) in terms of core National Portfolio Organisation (NPO) funding and other strategic opportunities.
- **Manage** proactive reporting and reputational management and ensure DASH's work aligns to ACE strategy and positions DASH well for future NPO bid cycles for which this role will take lead responsibility in close collaboration with the CEO/AD and Board.
- **Lead** on core fundraising applications, researching, writing and submitting bids in a timely manner according to DASH's fundraising strategy.
- **Proactively** identifies opportunities for funding (restricted and unrestricted) for programme growth and for earned income potential to ensure DASH meets its aspirations and intended increase in opportunities for disabled art and artists.
- **Support** the marketing, engagement and communication activities for DASH.
- **Plan, facilitate & document** meetings and sessions.
- **Write** plans, reports, presentations and evaluations to meet funders' requirements.
- **Establish** and maintain effective administrative, monitoring and evaluation processes.
- **Cultivate** a positive and supportive working environment at all times.



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# Responsibilities

## Business Planning, Strategy & Implementation

- **Develop** & implement DASH's organisational strategy and communications strategy with the CEO/AD, Board & team to deliver the artistic vision.
- **Create** and deliver our business plan, ensuring DASH operates as a viable, accountable and sustainable business.
- **Oversee** and support the artistic programme, including signature projects with the CEO/AD to ensure reporting and budget management to funders are in line with DASH's values and operational standards.
- **Create** a positive working culture and support the staff, associates and freelance creative teams as a whole, with specific line-management responsibilities for the Engagement Coordinator, Librarian and bookkeeper.
- **Ensure** DASH has the appropriate staff structure to deliver the needs and the mission agreed with the Board.
- **Develop** and support collaborative partnerships with arts or other organisations with whom DASH might expand its artistic ambitions, nationally and internationally in close collaboration with the CEO/AD.
- **Develop** and maintain good working relationships to ensure that DASH is a proactive partner and contributor within wider activities and debates that contribute to the cultural life of the UK.
- **Ensure** DASH programmes are evaluated with clear targets, KPI's, theory of change frameworks and accountable structures – reporting on what matters.





# Responsibilities

## Operational Efficiency

- **Ensure** effective and inclusive communication systems are maintained internally and externally.
- **Oversee** recruitment including equal opportunities awareness, advertising and administering recruitment processes.
- **Organise** team-wide training.
- **Seek and attend** specific industry and sector meetings, especially where an advocacy role can be undertaken.
- **Lead** and chair weekly team meeting as required.
- **Contribute** to DASH events as required.
- **Undertake** any other tasks as reasonably requested by the CEO/AD.

## Operational Transformation

- **Conduct** a review of all operations processes, policies, data and resources to ensure they are fit for purpose.
- **Develop** and implement an operations transformation strategy, including staffing, use of technology and other resources.
- **Set up** an annual schedule of operational activity that encompasses governance, procurement, funding claims and reporting, statutory compliance, policy review and audits.





# Person Specification



We are looking for someone who:

- Demonstrates a passion & curiosity for the arts
- Is caring and thoughtful in their working approach
- Is open-minded, respectful and inclusive of ideas
- Demonstrates commitment to equal opportunities
- Places the rights of Disabled, d/Deaf, Neurodivergent & chronically ill people at the heart of their practice
- Is passionate about the intersection of art and everyday life
- Is an excellent team player with the ability to work independently and on their own initiative
- Is co-operative and adaptive in different environments with different people
- Is a proactive networker and mapper with excellent interpersonal skills
- Can work flexibly, prioritise tasks & meet deadlines
- Is competent using IT, including Microsoft Office suite





# Essential Experience and Attributes

- **Extensive** strategic and business planning experience
- **Experience** in charitable/charity management and accountability
- **Skilled** in managing a fundraising pipeline, in leading fundraising and delivering against financial targets from a wide range of sources including statutory, trusts and foundations, corporates, partnerships and individual donors
- **Skilled** in using financial and other business data to monitor performance and set goals and manage year on year growth and development
- **Highly organised** with a passion for attention to detail and efficiency
- **Excellent** communication and people management skills
- **Agility** in running multiple projects to a high standard
- **Strong**, up-to-date IT knowledge and experience of database development





# Application Process

**Deadline: Monday 9 September, 10am**

To apply, send a **CV** (any format), 3 pages (max.) and the names of **2 people** who can provide **references** (to be contacted after appointment).



To accompany your CV, please answer **three** questions:

- 1. How do you meet the person specification?**
- 2. What interests you about the role, and why now?**
- 3. What relevant reading, watching or listening are you doing at the moment?**

Responding, using **one** of these formats:

- **A written proposal (max. 1000 words)**
- **A film (max. 7 mins)**
- **An audio recording (max. 7 mins)**
- **A visual collage or drawing\***

\*Please provide a digital photo of your collage/drawing or a WeTransfer link to your audio recording or film, since we are unable to accept physical submissions in the post.

Please complete our **Equal Opportunities Monitoring** form. This form will be viewed alongside your application and made available to the selection panel.

Please email your **CV, references & responses** to the questions to [info@dasharts.org](mailto:info@dasharts.org) using 'Executive Director Application' as the subject.



# Q&A

Please take your time in reading this recruitment pack. If you have any questions about the role, please email our team on: [info@dasharts.org](mailto:info@dasharts.org) using, 'Executive Director Questions' in the subject header.

A dedicated **Q&A** section will be available on our website for inquiries about the Executive Director position. Each week, we will update the content in response to incoming questions, so keep visiting.

Heather Peak, CEO/AD will also be available for a 30 min **confidential chat** (via zoom or phone). This is an opportunity to talk about the role, learn about DASH & ask questions.

To book a session, please email her directly on [heather@dasharts.org](mailto:heather@dasharts.org) with 'Confidential Chat' in the subject header.

**Thank you and good luck!**



# Interview Process

**Stage 1 Interviews: Tues 1 October**, online (20 mins)

**Stage 2 Interviews: Thu 10 October**, in person (45 mins)  
at Ikon Gallery, Birmingham

- If selected for the first-round interviews, you'll be notified by Wed 18 September.
- The process includes two stages of panel discussions.
- The panel will include 3-4 people from DASH.
- Questions provided, 1 week in advance for each stage.
- For stage 2, you will be asked to give a presentation.
- An information pack will be sent to candidates before stage 2 interviews to ensure they are comfortable and familiar with the travel and location.
- Contact us, if there are issues with the interview dates.
- Please tells us about any additional accessibility requirements.
- Feedback will be given to all applicants on request.
- Decisions will be made on Mon 14 October.
- Start date for successful candidate: Immediately.



# Important Stuff

DASH is a Disabled-led visual arts organisation and our values are based upon equality of opportunity and the Social Model of Disability. To maintain our commitment to be truly Disabled-led, this role is **open only to applicants who are Disabled, d/Deaf, Neurodivergent and/or have any long term physical or mental health conditions or illness**, as their lived experience and understanding will enable us to better achieve our aims of creating opportunities for Disabled artists to develop their creative practice.

For this opportunity, we are encouraging and **prioritising** applications from people who face the highest barriers to accessing careers in the arts. This includes a focus on those whose access requirements are less likely to be met in other spaces and those who experience intersecting racist and classist barriers.

DASH is an equal opportunities employer. We welcome applications from all suitably qualified persons regardless of age, sex, sexual orientation, religion, nationality or ethnic origin, disability, marital status or pregnancy.

DASH is committed to the safeguarding and welfare of adults, children and young people with care needs and expects its staff and volunteers to share this commitment.

Positions at DASH require a DBS check, either enhanced or basic, depending on the specific role.

If you have any inquiries regarding the DBS process, please feel free to ask.

As a **Disability Confident Committed Employer** we are committed to:

- ensuring our recruitment process is inclusive & accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating & providing reasonable adjustments
- supporting any existing employee who acquires a disability or long term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people

## GDPR personal data notice:

During our recruitment process, DASH collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use data to meet our data protection obligations.

Please be aware that we will share the personal data received in your application with the shortlisting and interview panel. Access will be restricted to those involved in the recruitment process.



# Image Credits



Page 2: Portrait of artist Heather Peak

Image credit: Charles Emerson



Page 9: 'Trust Exercise'

Image credit: Thomas Oscar Miles Photography



Page 3: 'Are You Comfortable Yet?' by Anahita Harding

Image credit: Ayesha Chouglay



Page 11: 'Semantically Satiating Dada' by Luke 'Luca' Cockayne



Page 4: 'Fishwives Revenge' by Alex Billingham

WAIWAV 2022 at Tate St Ives



Page 15: 'Let them eat cake' by Caroline Cardus



# DASH



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PLUS TATE NETWORK

