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## **Executive Director Application Pack**

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## **Executive Director application pack**

### **Welcome**

Hello and welcome to DASH.

Thank you for your interest in joining our team.

DASH has been working with Disabled, d/Deaf and Neurodivergent artists and UK arts organisations for over 20 years.

We are now beginning the next stage of this important work.

I became DASH Chief Executive Officer (CEO) and Artistic Director (AD) in the summer of 2023.

I am one of the few Autistic/ ADHD leaders in the arts. I look forward to leading DASH through this time of change and growth.

Our approach is artist run and our work is led by research.

We understand that some systems and ways of working in our society are not always suitable for Disabled, d/Deaf and Neurodivergent people. Our working timeframes, productivity and thinking makes time and space for this.

We also take a neuroaffirming approach to all our work, allowing for constant reflection and holding a psychological safe space for everyone we work with.

We have some exciting and thoughtful work to do over the next few years. This will include:

- 'Future Curators Programme'
- Intersectional critical thinking programme
- DASH Artist commissions
- Systems change work

We are committed to being Disabled led and representative of our artists and people we work with.

**This role is only open to Disabled, Neurodivergent and d/Deaf applicants, who are creative, curious, engaged and proactive.**

Please read the recruitment pack.

**If you have any questions, please email us at [info@dasharts.org](mailto:info@dasharts.org) .**

I'm also available for a 30-minute zoom or phone call for a confidential chat about the role. Please email me at [heather@dasharts.org](mailto:heather@dasharts.org) to book this.

There is a list of useful definitions at the end of the document

The work of DASH is complex, purposeful, joyful, and creative.

I hope you will consider joining us.

With warmth,

Heather Peak

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



'Are You Comfortable Yet?' by Anahita Harding. WAIWAV, 2 July 2022.  
Image Credit: Ayesha Chouglay



## Executive Director

DASH is seeking an Executive Director to:

- **Lead** on the development and implementation of our:
  - Operations
  - Systems
  - Policies
  - Performance indicators
- **Enable** and support teams through project management
- **Deputise** when required for the CEO/AD
- **Lead** on income generation for DASH: fundraising and earned income

DASH is a Disabled-led, visual arts charity with a vision of a world where Disability Art is equally valued.

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

They are expected to promote and 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.

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



## Responsibilities

### Leadership and Charity Management

- **Lead** the team working closely with the CEO/AD
- **Work closely** with the CEO/AD and accountants to manage DASH financial resources, budgeting, and reporting.
- **Lead** on financial sustainability planning and oversight in partnership with the CEO/AD.
- **Supervise** Charity Commission submissions acting as Company Secretary.
- **Report** progress of work, goals, issues and opportunities to the CEO/AD and Board of Trustees.
- **Ensure** compliance with all relevant
- **Build** strong relationships with the Chair and Board members.
- **Support** Board development and recruitment.
- **Support** succession planning for key roles.
- **Manage** the quarterly Board meetings and subcommittee meetings.
- **Take overall** responsibility for financial management in all areas of DASH activity.
- **Lead** the development of the DASH fundraising strategy
- **Hold and grow** relationships with key funders including Arts Council England.
- **Manage** reporting and reputational management, ensuring DASH's work aligns to ACE strategy.
- **Lead** in positioning DASH to apply for future NPO (ACE National Portfolio Organisation) bids.
- **Lead** on core fundraising applications. Research, write and submit bids in a timely manner according to DASH's fundraising strategy.
- **Proactively** identify opportunities for restricted and unrestricted funding for programme growth and earned income.
- **Support** the marketing, engagement and communication activities for DASH.

- **Plan, facilitate & document** meetings and sessions.
- **Write** plans, reports, presentations.
- **Establish** and maintain effective administrative, monitoring and evaluation processes.
- **Cultivate** a positive and supportive working environment.



## **Business Planning, Strategy & Implementation**

- **Develop** & implement the DASH organisational strategy with the team.
- **Develop** & implement the DASH Communications strategy with the team.
- **Create** and deliver the DASH business plan.
- **Oversee** and support the artistic programme
- **Create** a positive working culture, supporting the staff, associates and freelance creative teams.
- **Line manage** 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.
- **Develop** and maintain good working relationships to ensure DASH is a partner and contributor within wider activities and debates.
- **Ensure** DASH programmes are evaluated. Including clear targets, Key Performance Indicator's, and theory of change frameworks.





## **Operational Efficiency**

- Ensure effective and inclusive communication systems are maintained internally and externally.
- Oversee recruitment including equal opportunities awareness, advertising and recruitment administration processes.
- Organise team-wide training.
- Seek out and attend specific industry and sector meetings.

## **Operational Transformation:**

- Develop and implement an operations transformation strategy, including staffing, use of technology and other resources.
- Set up an annual schedule of operational activity to include:
  - Governance
  - Procurement
  - Funding claims
  - Reporting
  - Statutory compliance
  - Policy review
  - Audits



## Personal 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 and meet deadlines
- Is competent using IT, including Microsoft Office suite



## Essential Experience and Attributes:

- Extensive strategic and business planning experience
- Experience in charity management and accountability
- Skilled in managing and leading fundraising and delivering against financial targets from a wide range of sources. Including:
  - Statutory funding
  - Trusts and foundations
  - Corporate funding
  - Partnership funding
  - Individual donors
- Skilled in using financial and business data to:
  - Monitor performance
  - Set goals
  - Manage 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 IT knowledge and experience of database development



## Specification

We are looking for someone:

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

It would be beneficial to have:

A positive and recent experience of leading and supporting a team and stakeholders successfully through substantial change.



## 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. 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.



## Interview Process

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

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

- If selected for the first-round interviews, you'll be notified by **Wednesday 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. This will include travel and location information.
- Contact us, if there are issues with the interview dates.
- Please tell us about any additional accessibility requirements.
- Feedback will be given to all applicants on request.
- Decisions will be made on **Monday 14 October**.
- Start date for successful candidate: **Immediately**.



## Important Stuff

DASH is a Disabled led visual arts organisation. Our values are based upon equality of opportunity and the **Social Model of Disability**.

To show our commitment to be truly Disabled led, **this role is only open to Disabled, d/Deaf and Neurodivergent applicants.**

This is because their lived experience and understanding will help us to achieve our aims of creating opportunities for Disabled artists to develop their creative practice.

We are also encouraging applications from people who face the highest barriers to accessing careers in the arts.

This includes people whose access requirements are less likely to be met in other spaces and who also experience racist and classist barriers.

## GDPR personal data notice

As part of our recruitment process, DASH collects and processes personal data relating to job applicants.

We want to be clear about how we collect and use data to meet our data protection obligations.

**To carry out the recruitment process we will share the personal data received from you in your application with the shortlisting and interview panel.**

**This information will be restricted to those involved in the recruitment process.**

