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**East Midlands Caribbean Carnival Arts Network**

**Chief Executive**

**Job Application Pack**

**Issued June 2022**

**Introduction**

Thank you for your interest in applying to be EMCCAN’s Chief Executive.

We’ve put together this application pack to provide key information about EMCCAN – from its story so far to its current vision, mission and values – and about the role of the Chief Executive – a crucial leadership position that is integral to the continued success of the organisation.

Please read this Job Application Pack carefully as it is intended to help you make an application to EMCCAN.

EMCCAN is an equal opportunities employer. We are committed to having a workforce that is representative of the community we serve at all levels of the organisation. We actively encourage applications from people from all backgrounds and sections of the community.

We hope you will help us to monitor our Equal Opportunities policy by completing our online monitoring form if you apply for this position. Details are provided below.

We look forward to receiving your application.

**About EMCCAN (**[**www.emccan.org**](http://www.emccan.org)**)**

EMCCAN **inspires, leads and nurtures** carnival arts in the East Midlands.

Each year it delivers four Caribbean Carnivals in Derby, Leicester, Nottingham and Northampton and an annual Regional Costume Competition. Its annual publication shares best practice with the UK carnival sector and showcases the achievements, reach and artistic quality of its carnivals, events and engagement projects.

Formed in 2011 (and registering as a Community Interest Company (C.I.C) in 2012), EMCCAN was founded following years of strong partnership working between the well-established Carnivals based in Leicester, Derby and Nottingham Carnivals. The Carnivals needed to come together and formalise its partnership under a structure that would support them to share best practice and deliver more efficient management and operation models for its spectacular events in the region.

Now embedded into the UK’s carnival arts sector, EMCCAN is in its 12th year of operation. It has been bolstered by the addition of Northampton Carnival under its umbrella, and in 2012 became an Arts Council England National Portfolio Organisation in recognition of its excellent track record that builds on 45 years of East Midlands Caribbean Carnivals and the hardwork and commitment of over 340 volunteers that make our carnival season a success. Through its dedicated Carnival leaders, its workforce and volunteers, EMCCAN is leading the creative development of carnival arts in the region and supporting its East Midland’s grassroots Carnivals to achieve their potential, reach out to communities and entertain audiences with their exceptional and vibrant artistic celebrations.

Similar to many arts organisations and live events, the impact of Covid-19 in 2020 and 2021 had a huge impact on the carnival sector. We adapted how we reached communities, embracing virtual events and online resources to share our work. You can see more information on this ***EMCCAN presents Virtual Carnival*** at

<https://emccanvirtual.org/#gallery-61939e8d823d1-2>.

On this website, you can also read ***Inside emccan - 2019-2020***, which presents the pictures and stories from our events prior to the disruption of 2020.

We are back in 2022 and our dates are:

* Northampton Carnival & Cultural Arts – 11 June 2022
* Derby Caribbean Carnival – 17 July 2022
* Leicester Caribbean Carnival – 5 August 2022
* Nottingham Carnival 21 August 2022

**Vision, Mission and EMCCAN’s values**

EMCCAN wants Carnival to be recognised as a high quality, high profile, community driven art form that is part of the mainstream cultural offer in the East Midlands.

Our mission is to be the leading organisation for Caribbean Carnival Arts in the East Midlands

*We aim to be:*

* a credible advocate, a nationally respected leader and a representative voice of the Caribbean carnival community in the East Midlands
* a network organisation that works effectively with key partners in the region and nationally, promoting a creative and cultural country
* a central communal hub to bring the Carnival Arts sector together, to create programmes of activity and support creative people to fully realise their potential
* an agent for change to transform the lives of individuals and cultural communities through Caribbean Carnival Arts
* a resilient platform to manage local, national and global challenges.

*We will:*

* develop cultural communities by delivering four annual live or virtual Caribbean Carnivals, June to August, reaching diverse audiences in East Midlands
* create a local carnival development plan for each location, fully funded, addressing local needs and capacity
* share and promote Caribbean Carnival culture through a comprehensive and inclusive programme of activities targeting rural communities, partnerships and cultural exchanges, exhibitions, touring, curated learning, making Carnival Green and staging a Regional Costume Competition
* support a young voice to represent regional carnivals.

*EMCCAN’s values and beliefs*

We believe in nurturing and supporting individuals and communities to be the best they can be within a carnival setting, sharing good practice to raise the quality of Caribbean carnivals on all levels.

We are proud to be ambitious, leading the way in the carnival sector, inspiring others to take artistic risks, open to new ideas, pioneering new work through innovation and creativity.

We are welcoming to new people, volunteers, artists and community groups, encouraging participation and community engagement.

**Board, personnel and team structure**

The Directors of EMCCAN comprise two volunteer representatives from each Carnival and four independent members.

The current Directors are:

* Dennis Christopher
* Nezrine Hudson
* Samantha Hudson
* Nathifa Jordan (Company Secretary)
* Jeremy Prince (Vice Chair)
* Richard Renwick (Chair)
* Myrle Roach
* Hopeton Walker
* Morcea Walker
* Ansel Wong
* Mahalia France

The Board employs a Chief Executive to develop and deliver the core aims and objectives of the organisation. EMCCAN’s current Chief Executive, Donna Fox, has been with the organisation for ten years, beginning as part-time Strategic Manager in 2012, developing the role to establish a full-time Chief Executive position. Working in conjunction with the four carnival partners and volunteers, she has been instrumental to bringing EMCCAN through various stages of organisational development and is now ready to hand on the baton as she moves onto new pastures in the arts and cultural sector. A Tour Manager, Finance Administrator and Marketing role are engaged when grants are available, or on a daily freelance basis. A part time project co-ordinator and artist in residence are responsible for the schools’ programme and general core programme delivery when additional fundraising permits.

**How to apply**

**The application deadline is Sunday 3 July, 2022. Applications received after this time will not be considered.**

Please make sure you have read fully the Job Description (including person specification) below and accompanying information. The key responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply, you will need to:

1. complete our standard application cover form
2. submit an up-to-date full curriculum vitae; and
3. write a cover letter (no more than 3 sides of A4) explaining your interest in EMCCAN and the role; your skills and experience and how they meet the needs of the organisation; and the reasons for applying to the post.

EMCCAN is working with an organisation called Art Reach to support with the recruitment process. This means that all information you share with EMCCAN in your application will be shared with Art Reach, but only for the purposes that EMCCAN requires for recruitment. This data will not be used for any other purpose. Applications should be forwarded to Lynn Simmonds at Art Reach on hello@artreach.org.uk before the deadline.

Successful shortlisted applicants will be invited to attend an interview in person at LCB Depot, 31 Rutland Street, Leicester, LE1 1RE. First Round Interviews will take place on 18 July. If required, second round interviews will take place on week commencing 25 July.

If you would like support with access requirements to complete your application or to attend an interview, please contact Lynn by email on hello@artreach.org.uk or on 0116 261 6882.

If you would like an informal chat about the role before applying, please contact Lynn by email who can arrange a slot with one of the Directors of EMCCAN.

**How we shortlist**

Shortlisting is carried out purely on the information contained in the documents that comprise the full application. Candidates are assessed against the attributes of the person specification and if these are not met, or if there is insufficient detail in the application to make a judgement, then the application does not progress to the next stage in the recruitment process.

**Equal Opportunities Commitment and Monitoring**

EMCCAN is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce is truly representative of all sections of society and that each individual feels respected and able to give their best. As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds.

Please help us to monitor our policy by completing an online equal opportunities monitoring questionnaire with your application form. This is submitted separately to the application as the data in this survey is anonymous and does not form part of the assessment of your application.

Complete the online monitoring form here >>> <https://www.surveymonkey.co.uk/r/WSYSYBF>

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**Job Description**

**Chief Executive**

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| **Job Title** | Chief Executive |
| **Salary** | £38,000 – £40,000 (dependent on experience) per annum  |
| **Reporting to** | EMCCAN Chair and Board |
| **Directly Managing** | Freelance staff brought on from time-to-time subject to additional fundraising. |
| **Working with**  | East Midlands Carnival leaders, contractors and volunteers |
| **Hours of working** | 37.5 hours per week / Full Time  |
| **Base** | Derby Quad, Market Place, Derby, DE1 3ASFlexible working can be considered |
| **Holiday entitlement** | 25 days per annum, plus statutory Bank Holidays |
| **Probationary period** | 6 months (Notice following completion of probation is 3 months. During probation, notice is 4 weeks) |

EMCCAN is an ambitious organisation with a long track record and an outstanding reputation. We are seeking an equally ambitious Chief Executive, with considerable carnival arts knowledge and expertise, who will be comfortable and confident in profiling the organisation regionally, nationally and internationally. In a time of national and global change we need a leader who can be bold in responding to new challenges and new opportunities, and who can inspire our network to deliver to their best.

**Key Responsibilities**

1. Providing overarching leadership for EMCCAN. This includes - developing the long-term creative vision and planning; supporting the artistic aspirations of network; building special relationships with key communities; and ensuring EMCCAN remains artistically innovative and forward-thinking.
2. Delivering exceptional advocacy and communications for the company to build and maintain profile, partnerships and new opportunities.
3. Managing quality of delivery, planning and future development activity - developing and implementing the long-term Business Plan and annual budgets to ensure financial and operational stability; and establishing appropriate evaluation and reporting mechanisms (including to the EMCCAN Board) and quality systems.
4. To lead on fundraising and income generation initiatives through regular bid writing and servicing of our multi-year grants.

**Key Result Areas**

1. EMCCAN has a clear and innovative long-term creative vision and demonstrates an innovative and high-quality approach to artistic programming and delivery.
2. The profile and reputation of EMCCAN across its network, partners and communities is maintained and enhanced.
3. Business Plan targets are met, budgeting is effective and financial reporting is robust. The Business Plan is effectively reviewed and refreshed at appropriate time intervals.
4. Reports to the EMCCAN Board and to funding partners are thorough, clear and effective, meeting the reporting needs of key partners.
5. A creative, committed and motivated EMCCAN network is maintained and supported, enabling it to be ambitious in developing ideas and plans.
6. Success is achieved in generating income through direct fundraising to maintain the business model.

**Detailed Responsibilities**

Leadership

* Drive and implement long term vision development and business planning for the organisation, in conjunction with the Board.
* Act as Organisational Lead, representing EMCCAN to key stakeholders (e.g. Arts Council England), communities, partners and at the highest level.
* Report on a regular basis to the EMCCAN Chair and provide timely and thorough reports to the EMCCAN Board.
* Work with the Chair of the Board to develop the Board of Directors to support and enhance EMCCAN’s assets, skills and competencies. Work with the Board in the monitoring of policies and fiscal responsibility and EMCCAN’s commitment to equality, diversity and inclusion.
* Lead the implementation of EMCCAN’s Artistic Policy, ensuring quality connections with diverse artistic and community organisations, companies and practitioners/professionals.
* Line management of all staff and freelance contracts to encourage creativity and imagination and ensure smooth delivery of events and projects.

Operations

* Oversee overall production and event operations, appointing and managing appropriate personnel to support the delivery of activity as required.
* Ensure thoroughness of preparation, effective analysis of risks, and compliance with all Health and Safety and statutory requirements for Festivals and event delivery, ensuring effective, standardised systems are utilised.
* Have oversight of recruitment and allocation of resources in accordance with policies, especially those pertaining to access and inclusion, championing these throughout the organisation’s operations.
* Oversee and be responsible for overall Project Plans and Risk Register.
* Lead on the developments of internal systems and management processes – including arranging Project meeting structures – chairing as required.
* Lead on the overall evaluation activity for the organisation, developing systems to monitor and evaluate the artistic programme, audience experience and educational outcomes, acting on results and making improvements where necessary.
* Draft policies for approval, adhering to best practice and current legal requirements, for approval by the Board of Directors.
* Ensure all policies up to date and reviewed incrementally.
* The post holder will work in accordance with the EMCCAN Equality and Diversity Policy.

Fundraising

* Develop strategies that engage key funding stakeholders working with the Board or other contracted professionals as required.
* Develop proposals in response to fundraising opportunities including preparation of large-scale, multi-year organisational funding bids, with support from the Board and other contracted professionals.

Profile Raising

* Attend network events, meetings and conferences, regionally and nationally as appropriate to effectively and efficiently promote and advocate for EMCCAN, delivering presentations as needed.
* Lead EMCCAN’s marketing activity (including online promotion and print production) to engage audiences with events, develop artistic partnerships and raise the profile of the organisation, supported by freelance and contracted professionals.

Financial

* Maintain thorough awareness of financial matters, setting and approving budgets, monitoring cashflow and leading financial reporting to the EMCCAN Board and other stakeholders (e.g. ACE).
* Take ultimate responsibility for the effective delivery of activity within the agreed budget

This list is not exhaustive and might include any other appropriate tasks and activities that may be required to effectively fulfil the role of Chief Executive.

**Person specification**

Essential skills, qualities and experience:

* Substantial experience of working in an arts or cultural sector organisation in a leadership position and experience of and commitment to Carnival Arts
* Experience of delivering, or engagement with large-scale Carnival activity, and some experience of digital and on-line work
* Passionate commitment to, and experience of engagement in the arts, engaging a range of communities group, and children and young people.
* Proven project management skills
* Strong team building/motivation skills that can be evidenced through previous roles, including management within an arts organisation
* Proven track record in preparing, implementing and managing complex and substantial budgets (£200,000 upwards)
* Understanding of organisational business planning
* Strong and effective advocate with wide networks in the carnival sector and evidence of building and managing successful partnerships
* Excellent communication, presentation and interpersonal skills.
* High attention to detail and accuracy.
* Ability to work under pressure and to tight deadlines.
* Evidence of ambition and drive, and willingness to commit to the necessary hours to fulfil the EMCCAN vision
* Understanding of funder reporting requirements, especially Arts Council England
* Confident, friendly and sensitive approach to working with others, including those from different cultures and backgrounds
* Impeccable writing skills and ability to articulate clearly and effectively
* Strong IT literacy and ability to effectively use Word, Excel, Power Point and social media
* Willingness to travel and to work at weekends and in the evenings
* Experience of developing, writing and submitting successful funding bids

The following skills, qualities and experience are also desirable:

* Experience of developing and implementing business plans
* Experience of developing digital strategies and developing work online