

## North East Circus Development Trust

### Person Specification

Job Title: Operations Director Circus Central

#### Criterion

#### Assessed by

#### Key Qualifications/Experience:

- Educated to degree level and / or professionally qualified, preferably in an area associated with business, finance and administration (Desirable) CV
- Eligible to work in the UK (Essential) CV
- Experience of administration in a third sector environment, preferably in an arts context (Desirable) CV
- Experience in writing and monitoring performance against plans and budgets (Desirable) Written Test

#### Skills and Expertise:

- Excellent interpersonal skills, able to work well with people of all ages, backgrounds and skill sets (Essential) Interview
- Ability to manage volunteers and employees (Essential) Interview/CV
- Good understanding of legal responsibilities for Health and Safety, Building Management, Rigging and other equipment, Safeguarding, Financial Management, Risk Assessment and Reporting (Essential) Interview/CV
- Knowledgeable about third sector funding (Desirable) Interview/CV
- Knowledgeable about third sector governance (Desirable) Interview/CV
- Excellent numeracy skills (able to manipulate and analyse financial data) (Essential) Written Test
- Ability to draft and manage the development of a business plan in a third sector context (Essential) Written Test / Interview
- Excellent written and oral English (Essential) Written Test / Interview
- Performs well when challenged (Essential) Presentation
- Ability to present effectively to a range of audiences (Essential) Presentation

#### Values

- Demonstrably committed to openness, integrity and trust (Essential) Interview
- Demonstrably committed to the practice of performing arts (Essential) Interview