

North East Circus Development Trust

Role Descriptor

<u>Job Title:</u>	Operations Director Circus Central
<u>Responsible To:</u>	Board
<u>Responsible For:</u>	All employees of Circus Central other than mentors
<u>Job Purpose</u>	The sustainable provision and development of financial, reputational, material and informational resources appropriate to the achievement of the educational and performance purposes of Circus Central.
<u>Job Essence</u>	The post-holder manages the financial, reputational, material and informational resources of Circus Central to ensure their appropriateness to the achievement of our educational, social and performative purposes. To achieve this the post-holder will develop and manage budgets, equipment, insurance, staffing, marketing and other administrative tasks.

Key Deliverables and KPI's:

Planning. Policy, Procedures, Purpose

- To develop, propose and monitor performance against a five year business plan (including a marketing and communications plan), with tri-annual reviews
- To develop, propose and subsequently monitor staffing, curriculum, education, health and safety, financial management and other relevant policies and procedures
- To advise and make recommendations to the Board of funding opportunities
- To advise the Board on resource implications and sustainability of both extant and proposed activities
- To monitor Board performance and membership, making recommendations in respect of gaps in or useful additions to Board skill set and for succession planning
- To prepare quarterly written reports for the Board
- To undertake other such work as agreed by the Board in connection with the purposes of the role

Stewardship - Finance

- To develop, implement and monitor robust financial procedures
- To develop, propose and monitor performance against an annual budget and agreed levels of reserves
- To prepare a timely draft set of annual accounts
- To maintain and manage income, expenditure and cash flow in line with expenditure authority agreed by the Board

Stewardship – Materials

- To maintain and review insurance provision, energy contracts and use.

- To undertake and act on the recommendations of risk assessments
- To manage and monitor the safety, reliability and general condition of premises, materials and equipment in line with relevant legislation
- To maintain and manage equipment, resources, insurance and licenses register
- To work towards best use of material resources aligned with our social commitments (including but not limited to favouring fair trade products, sustainable energy sources, and partnering with organisations who share our values)

Stewardship – People

- To manage PAYE and staff contracts in line with relevant legislation (e.g. re national insurance, pension and other obligations)
- To develop and maintain an organisation structure chart
- To maintain an accurate list of education participants and their parents/guardians in line with data protection legislation

Reputation, Relationships and Reporting

- To manage marketing and communications activities (including social media) in line with business plan
- To manage contracts with funders, including the provision of timely and appropriate reports in line with grant conditions
- To implement reporting requirements from the Charity Commission and Companies House

Principal Accountabilities:

- The satisfaction of all relevant legal and regulatory requirements for a charitable organisation (including but not limited to health and safety, risk assessment, safeguarding, data management, finance, insurance and disclosure)
- To develop, propose and monitor a business plan over a five year period with tri-annual review
- The provision and maintenance of resources appropriate to the balance of current and planned activities
- The financial sustainability of Circus Central over a five year planning horizon
- The reputational sustainability of Circus Central

Other Requirements:

- To act in the charity's best interest
- To represent Circus Central in a professional manner
- To act as a role model
- To maintain their own work-life balance

Working Relationships:

- To develop and maintain positive working relationships with the Board, colleagues, partners, and clients in line with a culture of openness, integrity and trust

Hours of Attendance:

- As agreed in the Contract of Employment