



Chief Executive Officer (Creative Director)

Job Specification

Kids' Own Publishing Partnership is recruiting a Chief Executive Officer (Creative Director) to grow and develop the organisation. We are looking for someone who is passionate about the role of the arts in the lives of children.

Since its inception in 1997, Kids' Own has developed, published and promoted artwork and writing created by children for children and their communities, through meaningful engagement with professional artists. Based in Sligo town, Kids' Own works locally and across Ireland and Northern Ireland in partnership with early childhood settings, schools, venues, arts organisations, NGOs, local authorities and government departments. Our work ranges from book-making workshops to year-long projects with families, communities and schools. Our library of books represents a powerful canon of work by children that is unparalleled elsewhere in Ireland and Europe.

Kids' Own is an innovative and dynamic organisation that truly values children's own creative expression, the artistic process and working in partnership with others. The organisation is now seeking to consolidate its successes and to explore new avenues for its work. To further this, the Board seeks to engage a creative, experienced and motivated individual to lead Kids' Own.

Role Description

The Chief Executive Officer (Creative Director) will be responsible for the implementation of the artistic and strategic vision of the organisation, in line with its mission and strategic plan. The CEO/CD will lead and manage the organisation, its employees, contracted staff, activities and programmes. The CEO/CD will be accountable to the Board of Directors and will report to the Chairperson. The organisation is a registered charity and a company limited by guarantee.

Supported and assisted by the staff and Board of Directors of Kids' Own, the responsibilities of the CEO/CD will include:

Creative Direction

- Create and deliver an innovative artistic vision and an annual programme of work to promote the recognition of children as independent writers, thinkers and creators.
- Ensure the ethos of Kids' Own runs through all aspects of its work.
- Build the visibility of Kids' Own locally, nationally and internationally as a centre of excellence for children's book publishing, artwork and writing.
- Be the primary spokesperson for the organisation and a champion of children's creative expression.
- Target and reach new audiences for the organisation's books and activities through the delivery of its dissemination and visibility plan.

Strategy and Fundraising

- Lead the team in implementing the Kids' Own vision, mission and *Strategic Plan 2017-2020* and in developing a new strategic plan post-2020.
- Maintain and develop excellent relationships with current partners and funders.
- Identify and deliver new income streams, potential funders and partnerships through devising and implementing a sustainability strategy.
- Investigate opportunities and develop innovative funding applications to support the organisation in the next exciting phase of its development.

Operations and Human Resources

- Manage the timely delivery of book projects and activities, in collaboration with staff, artists and partners.
- Develop and execute an annual operational plan and associated budget to deliver on the objectives of the strategic plan.
- Manage human resources, including staff performance reviews and the development of an effective and vibrant staff team.

Governance

- Report regularly to the Board of Directors and prepare necessary documentation.
- Work alongside the Board to enable the organisation to comply with its obligations in relation to company law, child safeguarding and governance.
- In conjunction with the Board:
 - Oversee the organisation's fiscal activities, including budgeting, financial reporting and audit.
 - Ensure organisational policies and systems of internal controls are devised, reviewed and enforced in line with legislative requirements and best practice.

Personal Specification

The ideal candidate for the role of Chief Executive Officer (Creative Director) will have/be:

Essential

- Committed to the ethos of Kids' Own and to a social justice model of engagement.
- A minimum of 2 years' experience in a leadership or senior management position within the arts, publishing, education or another relevant field.
- Demonstrable achievements as a creative or artistic director.
- A third level qualification or professional qualification in a relevant field.
- Successful track record of project and financial management, and an ability to manage a complex work load.
- A proven ability to generate new funding opportunities.
- An ability to think strategically, to develop a vision and to execute it.
- An ability to plan and organise, to make decisions and to solve problems.
- Excellent ICT skills.

Desirable

- Knowledge of artistic programming for children.
- Knowledge of governance requirements and experience of working with Board structures.
- An ability to manage, inspire and lead a small dynamic team of staff and contractors.
- Excellent written and oral communication skills, including as an organisational spokesperson.
- A proven ability to build and nurture key relationships and partnerships.
- Committed to partner with a broad range of stakeholders including artists, children, young people, parents and teachers and with early childhood settings, schools, local authorities, and libraries.
- Knowledge and understanding of the role of the not-for-profit and arts sector in Ireland and of key governance and human resources issues.
- Personal attributes: Creative, adaptable, a self-starter and a person of integrity.

Terms

This is a full-time role based on a standard working week of 35 hours with some flexibility for events after hours. The employment contract is for 3 years, subject to a six-month probationary period. The salary for this position is €40,000 to €44,000 per annum. The post is based in the offices of Kids' Own (40 Wolfe Tone Street, Sligo) and will involve some travel. An early start date would be desirable.

Applications

To apply for this position, please send a letter of application, together with a Curriculum Vitae, to the Chair of Kids' Own, Maria Corbett at marialcorbett@gmail.com. Please put 'CEO Application' in the subject heading. Interviews will be held on Thursday 10 January 2019. If you wish to have an informal conversation regarding this post, please contact Maria Corbett on 087-7835057. A panel will be formed from which future vacancies may be filled. The usual service of a panel is one year. For more information about Kids' Own visit <https://kidsown.ie/>

The deadline for receipt of applications is Wednesday 2 January 2019.