

## Charity Manager

We are recruiting a Charity Manager to start in January 2024.

### Key terms and conditions:

This is a fixed term, freelance contract. You will be responsible for your own TAX and NI.

Hours: the fee is based on 1 day/8 hours a week. These can be worked flexibly.

Duration: January to December 2024

Fee: £7,200/ £600 per month

Responsible to: Ruth Sapsed, Director

Location: CCI does not have an office. We work remotely, often on zoom, and meet in-person regularly in Cambridge and at the sites where our programmes and partners are based across the County.

Deadline for applications: Wednesday 11<sup>th</sup> Oct. Interviews planned: w/c 16<sup>th</sup> – 20<sup>th</sup> Oct.

There may be opportunities for this job to expand to include direct project management responsibilities. This is subject to the outcome of funding applications.

CCI is an equal opportunities employer. We are keen to see applications from a diverse range of people without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or any other protected status. Get in touch – we want to hear from you.

*Wonder and education are two of the essential survival skills. We cannot wish our way out of the ecological crisis, but we might be able to grow our way out of it — and surprisingly fast, too. Things are changing from the ground up: new generations emerging who are holding government to account, calling for us to be better ancestors.*

*CCI is part of this work of growth. Sometimes I think of what CCI does as a kind of 'practical dreaming': imagining new and fantastical ways of being in the world which root deep in minds and imaginations, and from there grow into reality. Truly, this is the work. Lives are changed by it. The problems we find ourselves in as a planet have been made by many hands working together, and they can only be undone by many hands working together too.*

Robert Macfarlane, writer, CCI Patron

**Cambridge Curiosity and Imagination (CCI)** is an arts and well-being charity helping to shape cohesive and collaborative communities in Cambridgeshire and beyond through our locally-based creative arts programmes. We came together as a group of artists, educators, parents and researchers in 2002 with a shared passion for how the arts can transform lives and a belief in the power of democratic forms of community activism. Our programmes foster deep connections and a sense of togetherness for everyone involved.

We create spaces where ideas can flourish and solutions to our problems be found, spaces with creative and engaged citizens of all ages able to collaborate effectively together. We work through exchanges: with children, their friends and families; with schools and everyone who works in them; with communities and their connections; with artists, scientists, architects, musicians, experts and enthusiasts of every kind. We have worked with people of all ages in all sorts of spaces, including most recently woods, hospitals, libraries, playgrounds, new developments and recycling centres.

Our values, developed from evidence rich practice and research, are:

- Working in local partnerships to ensure invitations to collaborate are rooted and relevant
- Ensuring all opportunities are engaging – planning all experiences to be playful, authentic, and co-created with everyone contributing equally
- Starting with trust – trusting children to lead the way, in powerful imaginations, in the richness of the real world, in the power of creative engagement and in the creativity of everyone
- Reflective - documenting the learning in projects and reflecting together
- Planning for sustainability – exploring ways to ensure the impact is sustained.

## Purpose of Job

This role supports the Director to ensure the smooth management of CCI programmes and partnerships. We work with a core team of established artists and colleagues, many of whom were part of founding the charity, and a committed Board of Trustees. We also have a wide range of established partnerships locally, regionally and nationally, in particular: Fullscope, University College London, Anglia Ruskin University, University of Cambridge, Cambridge City Council, Cambridgeshire County Council, and Cambridge Past Present and Future.

You will be a highly motivated, adaptable and independent worker with experience in supporting/coordinating projects. You will be organised and efficient with a positive can-do attitude and passion and commitment to the aims of CCI. You will be wanting to contribute to positive change.

## Principle Duties:

### Programme support – what you bring

- You will support the Director and other freelance colleagues, particularly artists and creative producers, with project delivery and administration in line with strategic goals.
- Be comfortable with ambiguity and adapting quickly to change.
- Build relationships, enjoy working across teams with external stakeholders and contributing to a common sense of purpose.
- You are a natural problem solver and enjoy developing processes to support the effective administration of projects.
- An interest in deputising for the Director or Creative producers during periods of absence, including at internal and external meetings.
- Able to manage time and workload effectively but also able to ask questions when needed.

### Administration

- Maintain systems to deal with storage and management of information and processes related to; CCI databases; mailing list; event schedules; purchasing log for materials and resources; policies and risk register; archive; governance meetings.

<ul style="list-style-type: none"> <li>• Manage scheduling and recording of meetings, particularly related to Trustees and CCI governance.</li> <li>• Maintain CCI website, editing and posting articles and news items with support of colleagues.</li> <li>• Monitoring and managing safeguarding practices.</li> <li>• Monitoring and reporting on key stats for evaluations and reports.</li> </ul>
<p>Engaging with children and young people</p> <ul style="list-style-type: none"> <li>• You will enjoy engaging with children and young people, their families and communities.</li> <li>• You will understand the importance of good practice/safeguarding when working with vulnerable children, young people and communities.</li> </ul>
<p>Other</p> <ul style="list-style-type: none"> <li>• Support a culture of warmth, respect, best practice, good communication and shared risk management.</li> <li>• Act as an advocate for CCI and its community, representing the charity at fundraising opportunities and events.</li> <li>• Maintain a good knowledge and understanding of young people's support services in the statutory and voluntary sector.</li> </ul>

#### Person Specification

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experienced administrator including working with Microsoft Office, Zoom, Teams, Google forms etc</li> <li>• Experience of liaising with diverse stakeholders.</li> <li>• Ability to do own research</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting arts and health programmes.</li> <li>• Financial literacy including working with management accounts and budgets</li> <li>• Local knowledge of Cambridgeshire arts/mental health sectors.</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience of updating websites and managing social media accounts.</li> <li>• Experience of development administrative processes.</li> <li>• Experience of working with children and young people</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work independently and balance varied workload with time management skills.</li> <li>• Excellent communication skills with clear, concise, tactful and compassionate manner.</li> <li>• Confident in working remotely.</li> <li>• Motivated by desire to make a positive difference.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Good attention to detail and accuracy.</li> <li>• Strong understanding of data protection requirements.</li> <li>• Sound understanding of child protection procedures in practice.</li> <li>• Ability to work and travel outside of normal hours when required</li> </ul>	

If you feel you could meet the demands of this role but don't meet all the criteria, please do get in touch to talk it through. We would be happy to have an informal chat prior to application.

Contact [ruth@cambridgecandi.org.uk](mailto:ruth@cambridgecandi.org.uk) if you would like to organise this.

Whilst a small charity with limited resources, we prioritise:

- Ensuring fees are fair and equitable
- Committing time to both team and personal development
- Supporting each other
- Well-being focus
- Flexible working

All roles at CCI may involve access to information about young people and as such all new staff will be subject to an enhanced DBS check. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and circumstances and background of your offence/s.

To apply please send:

A copy of your CV (no more than 2 pages) plus covering letter of max 2 pages sharing why you want the role to [ruth@cambridgecandi.org.uk](mailto:ruth@cambridgecandi.org.uk).