

STRIKE  
AT NIGHT

**EXECUTIVE DIRECTOR  
(Maternity Cover)**



# TABLE OF CONTENTS



1	.....	key details
2	.....	the role
3-4	.....	about strike a light
5-7	.....	job description
8-9	.....	person specification
10	.....	salary and contract
11	.....	how to apply
12	.....	the interview
13	.....	access



## KEY DETAILS

- 3 - 4 days a week (2 office-based, 2 remote)
- £42,000 pro rata (£25,200 - £33,600)
- Fixed term contract to 23rd July 2026
- Deadline for applications: 10am Monday 30th June 2025
- Interviews will be held on Tuesday 8th July



# THE ROLE

We are looking for an exceptional individual to join us. The Executive Director is a key member of the Strike A Light team, working alongside the Artistic Director and Trustees to lead the organisation.

We're looking for someone to join the team who is excited about the work Strike A Light does, that can hold, shape, support and drive the organisation in partnership with the Artistic Director and the wider team. Someone who shares our principles and believes in the importance of arts in Gloucester.

The individual will be covering the maternity leave of the current Executive Director; we want someone who can calmly steer the ship with sound experience in financial management, fundraising and the skills to lead an organisation. The individual will need to navigate the organisation through an NPO round so an ability to bring the team together to form a plan, shape and write a bid, is essential.

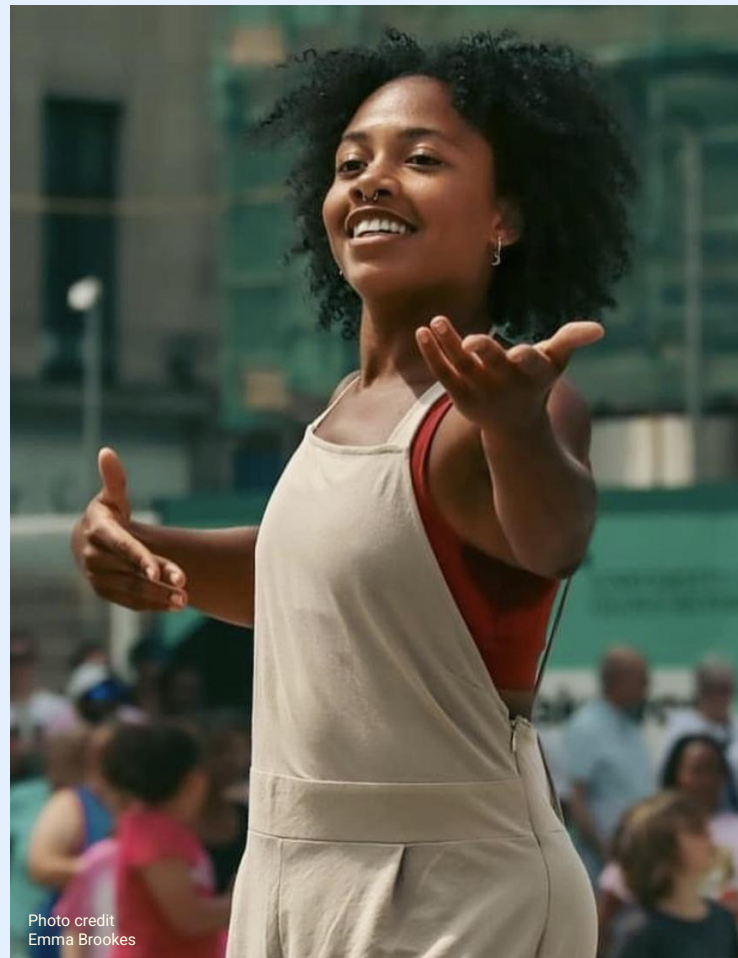


Photo credit  
Emma Brookes



# ABOUT STRIKE A LIGHT

Our vision: **World-changing culture and creativity for all.**

Our mission: **Creating social change through extraordinary performance events, creative projects with communities and participation opportunities for young people.**

We work alongside communities and artists to transform Gloucester into a city with a vibrant, grassroots-driven culture that inspires, engages and renews community pride. We create events that people never imagined would or could happen in their city. We tell people's stories through performance and create brilliant participation opportunities for young people.

We believe that the arts can change lives and that everyone, regardless of background and circumstance, should be given opportunities to watch, make and participate in world-changing arts and culture, with communities leading and making decisions for a cultural programme that is relevant and accessible.

# WHAT WE DO

- We co-create and collaborate whenever possible; we 'work with' not 'do to'
- We let our community lead the way with programming
- We create a city where extraordinary things happen in unexpected places
- We bring people together to share eye-opening experiences that they talk about for ages afterwards
- The people we bring together are from diverse backgrounds and many of them wouldn't normally attend an 'arts' event
- People feel welcomed and represented and that their voices are heard
- Our staff, our board, audiences, participants and creative leaders reflect the diversity of Gloucester
- We create brilliant opportunities for young people which encourage them to dream big
- We support artists and producers to create amazing work and to get paid for it
- We share unheard stories and we champion underrepresented voices
- We produce shows that can change our world
- We work with national partners and local grassroots organisations to make things happen
- We embrace the idea of necessary radical social change and the role that arts can play in that

# **JOB DESCRIPTION**

## **PRIMARY PURPOSE**

Work with the Artistic Director, to drive the strategic and creative direction of the organisation, leading on planning, finance and organisational development of Strike A Light.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **Development and Fundraising**

- Create and execute the business plan ensuring SAL operates as a viable organisation, tracking performance and outputs with a specific focus on finance and reporting
- Implement the fundraising strategy and fundraise successfully against the fundraising targets, forming and writing bids
- Manage SAL's relationship with Arts Council England and other key funders and stakeholders
- Lead the team through NPO and lead on writing and forming the written bid
- Manage the priorities and tasks for the freelance fundraisers

## **Financial and Administrative Management**

- Oversee organisational budgets, forecasts and scenario planning
- Manage the General Manager to ensure the day-to-day finances of the organisation contribute to accurate cash flow and management accounts
- Work with the organisation accountants in the preparation of the year-end accounts
- Oversee the maintenance of organisational and administrative systems
- Support the General Manager with the development and review of robust organisational policies and oversee their implementation
- Oversee HR for the organisation, supported by the General Manager, ensuring a consistent and fair approach to staff recruitment and that staff and volunteer policies, procedures and training are developed in accordance with best practice
- Ensure the organisation meets its obligations regarding funders' requirements and legal compliance
- Oversee large contracts and partnership agreements for partners, funders and artists, supported by the General Manager
- Lead on governance matters, support on Board development and recruitment, ensure the Board's expertise is used to its fullest extent and that all information is efficiently prepared and communicated in order to inform Board decision making
- Keep abreast of legislative changes and best practice within the arts and not for profit sectors, ensuring Strike A Light is in line with or at the forefront of best practice whenever possible
- Develop and implement the evaluation strategy, alongside the rest of the team

## **Strategic and Creative**

- Play an active role in the strategic and creative development of the organisation, seeking out opportunities and ensuring Strike A Light are forward thinking, responsive and resilient
- Ensure delivery against our NPO commitments and manage longer-term planning
- Work closely with the Artistic Director to ensure the programme delivers against the aims and objectives of the organisation

## **General**

- Work within Strike A Light's policies, including Health & Safety, Child Protection and Equalities
- Participate in organisation meetings and events as required
- Attend relevant training as and when required
- Positively represent Strike A Light at events
- Any other duties appropriate to the post and organisation

## **Line Management Responsibilities**

- General Manager
- Board Secretary
- Head of Participation
- Fundraising support (freelance)

**Reporting to the Board of Trustees.** The Executive Director and Artistic Director share leadership responsibilities and support one another on a day to day basis.

# PERSON SPECIFICATION

## KEY SKILLS

### ESSENTIAL

- Experience of financial management for an organisation
- Knowledge of Arts Council England and specifically NPO funding and reporting
- Knowledge and experience in fundraising, with a track record of trust funding
- Experience of managing reporting structures e.g. for funders, annual reporting etc
- A working knowledge of the policy and procedure framework that organisations sit within e.g. HR, Health and Safety, Safeguarding, Equality, Diversity and Inclusion
- An understanding of and track record in developing and implementing organisational policies
- Strong attention to detail as well as being able to hold the overview
- Excellent written and verbal communication skills
- The ability to manage and prioritise own workload and that of others
- The ability to write clear, comprehensive documents e.g evaluation reports, annual report, project outlines, policies

## DESIRABLE

- An up to date knowledge of the governance requirements and legal obligations of charities, and of reporting to or managing a board
- A commitment to the social value of the arts and an enthusiasm for communities and artists being at the heart of developing cultural programmes
- Experience of business planning
- Line management and staff team management experience
- A track record in leading or supporting other team members
- A sound knowledge of and networks in the subsidised arts sector
- Creative thinking and a knack for asking the right questions to unlock ideas or ensure things run smoothly
- Experience of developing programmes, projects or an organisation, contributing both creative ideas and a strategic approach
- A track record in building relationships with other organisations (arts and non-arts) and with funders



# **SALARY AND CONTRACT**

The role is offered on a **0.6 - 0.8 FTE** permanent employment contract (**3-4 days/22.5 - 30 hours per week**) at £42,000 pro rata (**£25,200 - £33,600 per year**).

The Executive Director will be entitled to **20 days holiday pro rata**, plus bank holidays (usually 8 days). In addition, Strike A Light is closed for 2 weeks over Christmas and New Year for which staff are not required to use their holiday entitlement.

We operate on a hybrid model with Strike A Light offices open on Tuesdays and Wednesdays, the Executive Director is expected to be in the office on those days. The other working days can be worked flexibly between Monday and Thursday. The office is closed on a Friday.

All standard PAYE benefits will be shared by the Executive Director in line with the rest of the team, including 3% employer pension contribution, sick pay, parental leave and pay and employee advice and counselling services.

# HOW TO APPLY

To apply, please send your **CV**, a **Cover Letter** (no longer than 2 A4 pages) and the **Equal Opportunities Monitoring form\*** to [recruitment@strikealight.org.uk](mailto:recruitment@strikealight.org.uk)

Please include details of your availability for handover and start date in mid-August.

If you would like to apply via a different format (e.g audio or video) please get in touch to arrange.

You will receive an email to confirm the safe receipt of your application; if you don't receive this within 3 days of sending your application please email again (*do check your junk mail first*).

**Deadline for applications: 10am Monday  
30th June 2025**

*\*this information will be separated from your application and is used for monitoring purposes only, not as part of the shortlisting process*

# APPLICATION GUIDANCE

Your cover letter should tell us why you are interested in the role, why you like Strike A Light, how your experience relates to the specific duties and responsibilities outlined in the job description and why you think you'd be a good fit for Strike A Light in reference to the person specification.

Gloucester is a diverse city and we value having a range of experiences and perspectives to make things better. Everyone is welcome to apply. However, owing to the underrepresentation of these identities and characteristics across our sector at large, we are particularly interested in hearing from people who identify as D/deaf and/or disabled, those from low socio-economic backgrounds and \*Global Majority candidates.

*\*In using the term 'Global Majority' we refer to people who identify as Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'. (Rosemary Campbell-Stephens, 2020)*

# THE INTERVIEW



If you are shortlisted for interview, we will contact you by email on Tuesday 1st or Wednesday 2nd July. If you are not shortlisted we will let you know by email later that week.

Where possible, interviews will happen in person, in our office in Gloucester. The interview questions will be provided in advance. We may also give a short unseen task if we decide it is important to the process - we will inform you of this before this interview. Reasonable travel expenses will be covered.

Your interview will be with Lynette Dakin (Executive Director), Emma-Jane Benning (Artistic Director) and one of our trustees.

**Interviews will take place on:  
Tuesday 8th July 2025**

# ACCESS



- Strike A Light aims to be an inclusive organisation, and we welcome applications from people who identify as D/deaf, disabled or neurodivergent
- Access provision and reasonable adjustments will be made available (both at interview and employment stages) for any candidates that require it
- Please indicate any access requirements you have in your application
- If you require any part of the application process in an alternative format (e.g audio or video), please contact Kate on [recruitment@strikealightfestival.org.uk](mailto:recruitment@strikealightfestival.org.uk). Kate will be able to answer your query or direct you to a member of the team for a chat