

national **dance**
company **wales**
cwmni **dawns**
cenedlaethol **cymru**

National Dance Company Wales is looking for an Interim Executive Director (Joint CEO).

We're looking for a leader with skills in people management, finance, managing change, and with knowledge of multiple income streams.

You will have significant leadership experience and will be confident in all aspects of financial management. You will probably have worked in the arts and/or third sector and be used to leading dynamic teams.

We recognise the positive values of diversity. We promote equality and challenge discrimination, and because we want to reflect the society in which we work and love, we particularly welcome applications from people who are d/Deaf and disabled and of the Global Majority.

There is no hard closing date for this role. Applications will be reviewed as they are received.

Registered as a Limited Company in England & Wales No. 1672419

Registered as a Charity in England & Wales No. 326227

A Note From The Chair

We the NDCWales Board are inviting applicants to join us as an Interim Executive Director, charged with the leadership of the company as we recruit and put in place the Joint CEOs over the next six to eight months.

This is a challenging time for the Arts sector and the Board, and the company have worked tirelessly in the last year to ensure a sustainable future. NDCWales was successful in gaining additional funding from Arts Council Wales in order to secure the company for 2025/26. The Board and the company have also completed a strategic review of its business model and made changes to that model and structure. This has sadly resulted in some people having to leave and/or change their roles.

Matthew Robinson the Artistic Director left at the end of 2024 leaving a rich programme planned for 2025 and a legacy of artistic excellence.

These three strands of actions have secured the company, and the Interim Executive Director will build on the company's strengths and values leading the team to deliver and create a new future.

To explore the role and working with us please contact me

Alison Thorne

<mailto:recruitment@ndcwales.co.uk>

The Role of Interim Executive Director (Joint CEO)

Reports to: Board of Trustees

Place of work: Dance House, Cardiff Bay

Fee rate: Based on an annual salary of £50,000 pro rata

Hours and contract: Flexible 40-60% (15-22.5 hours) per week for a 6–8-month period whilst the company finalises appointing a new Artistic Director (Joint CEO) and recruits a permanent Executive Director (Joint CEO)

Deadline: There is no hard closing date for this role. Applications will be reviewed as they are received.

The Interim Executive Director provides business advocacy and strategic leadership and delivery for the company, leading and supporting a team who have been through a change programme which has resulted in a new structure with some changed and new roles. Also oversees the business and financial planning, HR, and governance responsibilities.

Duties and responsibilities

The purpose of the post is to provide strategic and creative leadership for NDCWales, including:

- Strategic Leadership
- Business and Finance
- Team Leadership

- Governance
- Programming
- CEO Roles and Responsibilities

The company's Senior Management Team will comprise of Artistic Director (Joint CEO), Executive Director (Joint CEO), General Manager and Head of Production, once the recruitment of the Artistic Director and Executive Director are completed.

Strategic Leadership

- Guide, monitor and implement the company's business plan and direction, ensuring the future artistic programme fully reflects the vision and resources
- Inspire and motivate everyone in the company, leading the evolution of artistic activities and creating a culture of innovation, learning and development
- Engage and work effectively with the Senior Management Team to ensure delivery against the business plan
- Enable the effective delivery of the artistic programme and touring to continue to build the company's artistic goals and audience reach
- Enable the development of innovative thinking on new revenues, brand and activities across the organisation
- Promote a culture of inclusion and diversity to ensure the company reflects contemporary Wales
- Engage and participate with the wider dance and arts sector across Wales to create solutions to challenges, thus fostering creating partnerships and ideas.

Business and Finance

- Monitor the financial management and budgeting processes, taking overall responsibility for the financial stability and long-term future of the company
- Oversee the finance function of the organisation, including annual audit, banking and cashflow, finance planning and reporting, budgeting and reforecasting, and Theatre Tax Relief claim
- Plan and support fundraising activity from various sources including trusts, businesses, statutory sources and individuals
- Ensure financial compliance, including monitoring financial procedures and improving processes where necessary working with the newly outsourced finance team at Anwen
- Manage relationships with Wales Millennium Centre, the site owner.

Team Leadership

- Provide clarity of staff responsibilities and company procedures, and facilitate team/cross departmental working
- Working with the Senior Management Team, ensure sound planning and evaluation procedures for all company activity
- Inspire and enhance the culture and tone of work, encouraging innovation and delivering an agile and dynamic company
- Oversee the work of staff members for whom the Interim Executive Director has direct line responsibility, including carrying out regular 121 routines and annual appraisals
- Oversee and undertake all recruitment, performance management, discipline and grievance, in line with policies

- Ensure compliance with employment law, health and safety and delivery of physical and mental wellbeing.

Governance

- Report to and work closely with the Chair of the board and other trustees to ensure the company has effective governance systems and processes in place to meet its organisational and business objectives, accountabilities and responsibilities
- Ensure the board receives timely, regular and accurate information to enable the best decision-making possible
- Support the Chair of the board to create relevant work plans and points of engagement for the board, its committees and its task and finish groups
- Ensure the company operates in compliance with all relevant legislation and advise the board on matters of governance.

Programming

- Ensure the company has a coherent programme across all areas of its work and lead planning processes
- Identify and develop opportunities for 2026 programme and touring
- Lead on booking Wales, UK and international tours, responding to enquiries, negotiating terms with venues and promoters to maximise touring income.

CEO Roles and Responsibilities

- Overall responsibility for staff management and wellbeing

- Full accountability for reviewing and maintaining all procedures and policies including employment contracts, health & safety policies, risk assessments and the company staff book, to ensure legal compliance
- Report to and work with the trustees to ensure the company meets its organisational and business objectives
- Work with Arts Council Wales as the sector wide Dance review is completed to investigate new ways in which to enable a sustainable sector
- Act as the company figurehead and be an ambassador and advocate for the company and dance in Wales
- Develop relationships with key stakeholders and strategic collaborators.

General duties

- Support the day-to-day operation of the Dance House
- Act as a role model for all employees in terms of professional conduct, standards and policies
- Play an active part in the development, promotion and implementation of all NDCWales policies including bilingualism, anti-racism, anti-oppression, representation, access, environmental sustainability and health and safety
- All staff have responsibility to support the company's charitable objectives and support fundraising activity, including the gathering a reporting of statistics
- All staff are required to adhere GDPR regulations regarding the management personal data records
- Undertake other duties reasonably expected by the board to fulfil the role

Person Specification

Essential

- At least five years' experience of senior leadership within the arts, dance, or a related third sector
- Financial planning and management experience with full Profit & Loss/Income & Expenditure experience
- Experience of business model development and planning and delivering income streams from a range of sources
- Experience of leading, managing, and motivating colleagues and teams
- Experience of strategic change leadership
- Demonstrable influencing and advocacy skills with an ability to quickly build and manage relationships with a range of partners and stakeholders
- An understanding of relevant financial and legal compliance issues
- An understanding of governance issues and experience of reporting to and working with trustees and/or non-executive directors
- An understanding of the political and economic context for the arts in Wales

Desirable

- Knowledge of a breadth of fundraising routes
- Ability to speak Welsh

Aptitudes

- An effective commitment to equality, diversity, and inclusion, along with a demonstrable ability to make change happen
- Cultural understanding of the promotion and use of the Welsh language
- A creative collaborator with a commitment to seeking out dynamic collaborations and to working in partnership
- A commercial and creative mindset
- An understanding of and belief in the company's values
- Commitment to learning and participation, to access and developing audiences
- Risk aware but not risk averse
- Excellent communication and interpersonal skills
- Emotional intelligence skills
- Pragmatism with the ability to prioritise

How to Apply

If you would like to talk about this opportunity in more detail before applying, please contact:

Alison Thorne (Chair) – recruitment@ndcwales.co.uk

If you would like to apply with audio, video or a form accessible to you, please do so covering the points below.

Please complete the Equal Opportunities Monitoring Form and send along with your CV and a covering letter (maximum 2 pages) outlining how you fulfil the person specification and the skills you can bring to the roles to: recruitment@ndcwales.co.uk

In your covering letter please explain in detail and in the order set in the job pack how you meet each category in the Essential section of the Person Specification and also set out why you would like to be considered for the role and your motivation.

In your CV, please evidence your skills and experience plus:

- Names and contact details for two employment/professional referees. (References will not be contacted until candidates are invited to a second interview)
- A statement that you have the right to work in the UK or require a work permit to do so
- Please complete the Equal Opportunities form, which is for monitoring purposes and is separate to your application

There is no hard closing date for this role. We will be reviewing all applications as they are received.

[Email Alison here to ask questions](#)

[Email us your application here](#)

Access the Equal Opportunities Here

Recruitment Pledge

We will contact every candidate, whether they are shortlisted for interview or not.

Disabled candidates who demonstrate that they meet the person specification will be invited for an interview, and we are committed to meeting access requirements; just let us know what you need.

Equality

NDCWales aims for dance to be part of everyone's life and presents its work in different formats and contexts across Wales and around the world.

We believe diversity should be fully embedded into our organisational culture and values, and we are continuing to expand the diversity of the company and its work.

To that end we are talking with and listening to people from a range of communities, to bring understanding and insight, and to identify changes we can make.

Details of the action we are taking can be found in our [Strategic Equality Plan](#).

Social Justice

Social justice, equality and fairness are at the core of everything NDCWales does.

We are committed to ensuring that everyone in Wales has equal opportunity to access dance. NDCWales will seek to ensure that no one receives less favourable treatment because of having a protected characteristic. We particularly encourage applications from people who are underrepresented in the arts sector, and from those who experience discrimination due to race, gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age.

Data Protection

The information you provide will be used to create a shortlist for interviews and to inform our decision of who to appoint. All your details will be held securely with access limited only to those involved in the recruitment process. Your application will be kept on file for at least three months after the closing date and destroyed no later than twelve months after. Recruitment equal opportunities data is also anonymised and used internally to identify ways to improve our processes and reach the widest possible pool of candidates. Submission of your application to us indicates your consent to your data being used in this manner.

national **dance**
company **wales**
cwmni **dawns**
cenedlaethol **cymru**