



# **CANDIDATE INFORMATION PACK**

## **TRANSITION MANAGER**

### **BEAT CARNIVAL**

Dear Applicant

Thank you for expressing your interest in the post of Transition Manager.

This candidate information pack includes the following documents which you should refer to when completing your application:

- Beat Carnival company description
- Transition Project description
- Job Description and Person Specification
- Guidance notes on completing and submitting your application by CV with Cover Letter
- Application deadline information

We look forward to receiving your application.

**BEAT CARNIVAL**

# **BEAT CARNIVAL COMPANY**

Beat Carnival is a full-time, producing, Carnival Arts organisation, established in Belfast in 1993. Beat creates carnival arts, organises and produces performances, trains and develops artists and encourages community participation and ambition. Operating from Beat Carnival Centre, the company delivers many hundreds of free workshops and training programmes with thousands of individuals each year. Activities range from drumming to costume design, dance to puppetry, neighbourhood celebrations to large-scale outdoor events. In this way Beat helps develop creative skills, for all abilities, with participants as young as four to over seventy years. Beat Carnival is committed to supporting artists and improving quality of life in communities and the carnival sector.

## **TRANSITION PROJECT**

### **Strategic Transition + Build For The Future**

#### **Managing Transition Through Leadership Succession**

Transition Project dates: 1/10/23 – 31/12/25

Transition Manager Post: 18 months fixed-term, June 2024 - November 2025

To strengthen Beat Carnival for future purpose through a critical period of organisational transition.

The Transition Project addresses challenges and opportunities to create long-term change. It will enact succession strategy.

The Transition Project will deliver sustainability and resilience actions at a critical period for the company. The project's Transition Manager will put the organisation in good shape for the future. A fixed-term post with remit and time to focus on the keys to moving forwards will result in new leadership, strategic confidence, fit-for-future-purpose business model, and new income generation. Preparation of a Succession Policy will enable well-considered approach to organisational change. A Transition Strategy with Succession Plan will guide the company through 2025 and provide confidence towards 2030.

The Project Will Appoint A Fixed-Term Transition Manager to

- Deliver purpose-driven, strategic succession plan 2024 and 2025
- Facilitate putting in place new senior manager team as current leader team (Director/CEO and Operations/Finance Manager) retires (March/May 2025)
- Support staff team in the leadership transition
- Manage the process and documents for transition and leader succession, including 3-month overlap of the retiring and new leadership in 2025
- Assess staffing structure and roles required for Beat's long-term objectives
- Research new development opportunities, produce business and financial plans and a business model utilising more varied revenue streams
- Prepare for end of this project

### The Transition Manager Will

- Have a lead role in strategy planning, considering Beat's strategic targets to 2027
- Ensure funds are in place for the succession-transition period, e.g. costs of new leadership overlap with retiring senior team
- Support and mentor the 'continuity' staff, in transition period. Provide training and coaching support
- Put in place new senior leadership-management (two posts)
- Assess current operations and activity portfolio
- Prioritise desired outputs and outcomes
- Assess business model
- Develop new aspects to model
- Ensure final project actions, documentation and reporting are completed

### The Transition Project Will Achieve Long-Term Organisational Change

- New leadership; revised strategy; and fit-for-future business model
- Long-term financial plan for sustainability
- Income diversification including Service Level Agreements established to bring new income
- Strategic collaborations and sector consortia formed and operating
- Beat has increased visibility
- Board and team are in tune with purpose/opportunities/needs/direction

### Beat Carnival Will Be More Sustainable, Having

- Business model to provide long-term income generation
- Annual finance to sustain new leadership team and organisation requirements
- Partnerships and opportunities built to support and extend Beat's work
- Outcomes and finance projected to 5 years ahead
- A portfolio of new service agreements, annual contracts, and grants that generate additional annual income and provide a roadmap to future increased turnover

Beat's resilience will have been enhanced by having refreshed artistic, management and finance leadership; appropriate freelance workforce, partnerships and networks; and an achievable finance roadmap for 2025 to 2030. Provision of mentoring and training for staff through the transition will also increase the organisation's resilience.

The organisation's position in Northern Ireland's arts and community infrastructure will have a clear, up-dated, fit-for-future focus, understood by staff and other stakeholders. Growth of resources and utilisation of assets required for sustainable operation will be enabled, enacted and reviewed in a rolling strategy process; supported by adequate annual income and ambition to grow.

## JOB DESCRIPTION

<b>Job Title</b>	<b>Transition Manager</b>
<b>Location</b>	Office based at Beat Carnival Centre, 11-47 Boyd Street, Belfast BT13 2GU with some flexibility for home working
<b>Reporting to</b>	Beat Carnival Director
<b>Salary</b>	£38,000 p.a.
<b>Status of Post</b>	This is a fixed term 18-month post
<b>Hours</b>	37.5 hours per week
<b>Holidays</b>	25 days + 11 statutory days p.a.
<b>Job Purpose</b>	
<p>The overall purpose of this post is to manage strategic transition of the Beat Carnival organisation in 2024 and 2025 through leadership succession in early 2025. In a period when both the Founder-Director and the Operations Manager will retire, the Transition Manager will ensure the organisation is put in good shape for the future. The fixed-term role will focus on the keys to moving forwards and manage a process that will result in new, permanent leadership, relevant strategy, fit-for-future-purpose business model, and new income generation. The post holder will support the wider work of Beat Carnival and will be responsible to the current Director.</p> <p>In fulfilling this purpose the worker will: –</p> <ul style="list-style-type: none"> <li>• Deliver purpose-driven, strategic Succession plan 2024 and 2025</li> <li>• Facilitate putting in place (Jan/Feb 2025) new senior manager team (two people) as current leader team (Director/CEO and Operations/Finance Manager) retires (March/May 2025)</li> <li>• Support staff team in the leadership transition</li> <li>• Manage the process and documents for transition and leader succession, including 3-month overlap of retiring and new leadership in 2025</li> <li>• Assess staffing structure and roles required for Beat's long-term objectives</li> <li>• Research new development opportunities, produce business and financial plans and a business model with more varied revenue streams</li> <li>• Prepare for end of this project</li> <li>• Other Duties:             <ul style="list-style-type: none"> <li>○ represent and positively promote Beat Carnival at all levels</li> <li>○ participate in any requisite training or staff development programmes</li> <li>○ adhere to organisational policies and codes of practice including Access NI checks</li> <li>○ undertake any other duties appropriate to the post as may be required by the Director and Board</li> </ul> </li> </ul>	

## PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Experience	<p>At least 3 years' management experience within an Arts or Voluntary/Community sector context, to include strategy management and staff support</p> <p>Experience of implementing business/operational plans and delivering agreed targets and budgets</p> <p>Experience of delivery of projects according to guidelines</p> <p>Experience of successfully generating income</p>	<p>Experience of strategic change management in a mission-driven organisation</p> <p>Experience of contracting staff and services</p> <p>Experience of successfully identifying and developing new business models and income generation activities</p>
Skills	<p>Highly effective interpersonal skills with ability to build and maintain network of working relationships</p> <p>Ability to draft clear and concise written materials, business cases, contracts</p> <p>Computer literacy, including use of databases, online communication and office applications such as Word and Excel</p> <p>Excellent stakeholder communication skills, including reporting to Board/Trustees</p>	
Knowledge	<p>Good knowledge of successful business practice to meet the needs of Beat Carnival</p>	<p>Knowledge of the Arts and / or Social Enterprise sector</p>
Other	<p>Ability and commitment to working within the vision, aims and values of Beat Carnival</p> <p>Ability to work flexible hours and to travel throughout Northern Ireland and elsewhere at times as demanded by the job</p>	

## Guidance notes on completing your application form

- Please apply with a CV and Cover Letter.
- Please ensure that you provide the necessary information to determine how you meet the requirements of the role and the short-listing criteria.
- You should ensure that ALL relevant information is included in your two documents.
- You should ensure that you provide evidence of your experience in your CV and cover letter, giving length of experience, examples and dates.
- It is not sufficient to simply list your duties and responsibilities or to simply state that you possess the criteria as this must be fully demonstrated in response. Beat Carnival will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the job role and criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- ONLY the details provided by you in your application documents (eg your employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.

## **Monitoring and Criminal Convictions Disclosure**

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form, these forms will not be disclosed to anyone involved in short-listing your application.

## **ACCESS NI (Criminal Conviction Checks)**

The successful applicant will be subject to an Enhanced Access NI check

## **Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact RECRUITMENT at email: [info@beatcarnival.com](mailto:info@beatcarnival.com) so that Beat Carnival can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

## **Equal Opportunities**

Beat Carnival is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## **Additional Information**

### **Short-listing**

Beat Carnival may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.

The desirable criteria may be used for short listing if required.



## Application Deadline

The deadline for completed applications is

**12 noon, Monday 25th March 2024.**

We aim to interview successful candidates in the week of 8th April

Your completed application should be sent as

**Electronic Application** in digital form, emailed to:

[info@beatcarnival.com](mailto:info@beatcarnival.com)

Beat Carnival cannot accept incomplete applications; applications received after the closing deadline or applications in forms that are not CV and Cover Letter digital document files (such as Word or preferably, PDF files).

Applicants should submit these document files as email attachments.

### Contact Details

If you have any queries regarding the recruitment process, please contact: by e-mail [info@beatcarnival.com](mailto:info@beatcarnival.com) or telephone 028 90434767.

All applications will be forwarded to Beat Carnival's Recruitment Consultant for processing. The **Equal Opportunities Monitoring form** and **Criminal Convictions Disclosure Form** will be retained in a private folder at Beat Carnival. The purpose of not sending documents directly to our recruitment support consultant is so that these forms will not be disclosed to anyone involved in short-listing your application.

BEAT CARNIVAL

Beat Carnival Centre 11-47 Boyd Street Belfast BT13 2GU

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[www.beatcarnival.com](http://www.beatcarnival.com)