



FIRST FORTNIGHT

THE ART OF MENTAL HEALTH

Candidate Information Pack

Chief Executive Officer

Application Deadline, Monday 12 April, 12.00 noon

First Fortnight seeks an experienced and dynamic CEO to lead the organisation into its next phase.



Position Title	Chief Executive Officer
Reports to	Board of Directors / Trustees First Fortnight
Supervises	Chief Operations Officer Therapeutic Service Manager Governance and Finance Manager
Location	Dublin City Earl St and Berkeley St locations / Home working
Remuneration	€60,000 per annum
Contract	Three-year fixed term contract
Deadline	Monday 12th April at 12.00 noon

About First Fortnight

First Fortnight's purpose is to challenge mental health stigma and promote mental health wellbeing nationally through art and culture. First Fortnight operates in Ireland benefiting the general public and artists who participate in its annual festival of arts events. In addition, the organisation provides creative therapies to homeless and vulnerable communities experiencing mental health difficulties in Ireland.

First Fortnight's vision is that Irish art reflects and represents our society today. We seek to act as an artistic catalyst for the exploration of mental health across artforms. We nurture the creation of new work; we programme and support existing work to reach a larger audience; we encourage active participation in the arts which benefits mental health, thereby challenging mental health stigma and prejudice.



First Fortnight's Centre for Creative Therapies aims is to work creatively with clients to support enhanced capacity building, self-esteem, and ultimately improved quality of life. The Centre provides unique and innovative interventions in mental health care for those who are at risk of or are experiencing homelessness. We provide art psychotherapy, drama and music therapy.

Founded in 2009 by David Keegan and JP Swaine, First Fortnight celebrated its 10th mental health arts festival in 2021. Over the last twelve years First Fortnight has made the first two weeks of each year synonymous with challenging mental health stigma and has achieved a significant public profile. The organisation is in receipt of core funding from the HSE's National Office of Suicide Prevention and benefits from a broad suite of funding from across arts and mental health agencies. First Fortnight is now at a unique phase in its development and seeks to recruit a Chief Executive Officer to lead the organisation through this next phase of consolidation and sustainable growth.

Organisational Structure

First Fortnight is a charity and a Company Limited by Guarantee, governed by a voluntary Board of Directors / Trustees. First Fortnight undertakes two core activities in fulfilling its mission. The organisation presents an annual programme of arts events in the first two weeks of the new year with the core objective of challenging mental health stigma. The organisation also runs a Centre for Creative Therapies which provides creative therapies (art, music, drama) to the homeless, or those

at risk of experiencing homelessness. The CEO is supported in their role by the Chief Operations Officer who manages all aspects of festival programme and delivery and by the Therapeutic Services Manager who manages the Centre for Creative Therapies. The CEO is supported by a Governance and Finance Manager who looks after finance, company secretary duties, contracts, policies and compliance.

Position Summary

The Chief Executive Officer (CEO) will work with the Board of Directors to further the charity's core objective in challenging mental health stigma and will assist the Board in leading the organisation through the next phase of its development. The CEO is responsible for both the strategic and operational management of the company. The CEO will ensure that the organisation's activities are focused on its mission and objectives and that activities are focused on delivering First Fortnight's strategic plan as set out by the Board.

ROLES AND RESPONSIBILITIES

Strategic

The CEO will work with the Board of Directors to lead the strategic development of the organisation and to ensure the organisation is fulfilling its mission. Within this core function the CEO is responsible for:

- Furthering First Fortnight's core objective of challenging mental health stigma through the arts
- The implementation of First Fortnight's Strategic Plan as set out by the Board
- Ensuring First Fortnight is fulfilling its mission and main objective as set out in its constitution
- Ensuring that all aspects of the organisation's functions and operation reflect its core values and mission
- Ensuring that all personnel are clear about their roles in the context of the organisation and its purpose

Communications

The CEO is responsible for all public facing aspects of the organisation. Within this core function the CEO is responsible for:

- Utilising the unique media window during the annual festival period to further First Fortnight's core message of challenging mental health stigma
- Ensuring that all aspects of First Fortnight communications with the public reflect the core values and ethos of the organisation
- Ensuring that all personnel are cognisant of core values and ethos and act accordingly and appropriately within their roles
- Engaging personnel with appropriate expertise and experience to deliver First Fortnight's message in the lead in to and during the annual festival period
- Ensuring that the public profile of First Fortnight is protected, enhanced and continues to grow in impact and reach
- Ensuring that all communications via online platforms and to traditional press are reflective of the organisation's mission and are signed off appropriately
- Engaging directly and actively alongside the team in communications dissemination

Fundraising

The CEO is responsible for ensuring the stability and growth of all income streams including public funding, philanthropy, sponsorship, donations and box office income.

Within this core function the CEO is responsible for maintaining and developing relationships with:

- First Fortnight's core funder the HSE's National Office of Suicide Prevention
- Arts funders including the Arts Council, Dublin City Council's Arts Office, embassies and cultural institutions
- Mental Health partners and funders in the mental health sphere
- Artistic partners including venue partners, producers, embassies and cultural institutions
- The Department of Justice, Community Foundation Ireland, The Ireland Funds, ReThink Ireland and all other First Fortnight funders
- Philanthropists and donors

Relationship Management with all funders above incorporates the following duties:

- Ensuring that applications are prepared and submitted in good time
- Ensuring that obligations to funders under terms and conditions are delivered by the organisation
- Ensuring that reporting to funders is comprehensive and complete

The CEO is responsible for all aspects of fundraising initiatives which are directed towards the general public including:

- Maximising box office income for the annual artistic programme of events
- Initiating fundraising initiatives which are income generating
- Nurturing and maintaining existing fundraising initiatives and ensuring growth in this area

Staff Management

The CEO is responsible for leading the organisation and for the careful and empathetic management of staff. Within this core function the CEO is responsible for:

- Supervision of the Chief Operations Officer and ensuring that the organisation's operations are carefully and appropriately managed and resourced
- Supervision of the Therapeutic Services Manager and ensuring that the Centre for Creative Therapies is carefully and appropriately managed and resourced
- Supervision of the Governance and Finance Manager and ensuring that all aspects of Governance and Compliance are undertaken carefully and appropriately and in proportion to the size and phase of development of First Fortnight
- Ensuring that personnel are clear about their roles and where they fit in the organisation
- Ensuring that each member of staff has a clear job description which articulates their role
- Undertaking annual reviews with staff and giving all staff members opportunities to articulate areas of growth and/or concerns
- Maintaining an ethos of cooperation, empathy and support at all times

Festival

The CEO will work in conjunction with the Chief Operations Officer to ensure the smooth operation of First Fortnight activities, including the annual festival programme. Within this core function the CEO will:

- Ensure that the festival programme reflects the charity's core objective of challenging mental health stigma and is sensitive to the experiences of those who live with mental ill health
- Ensure that programming activities, including callouts to artists, costing and decisions are undertaken in good time
- Ensure that fundraising activities are planned and implemented efficiently, in line with the ethos of the organisation and compliant with Guidance for Fundraising (CRA)
- Ensure that the public facing aspects of the festival including box office, ticketing and all relevant dissemination platforms are fit for purpose and that systems run smoothly
- Ensure that partnership arrangements, be they with financial partners, venues, producers or other collaborating organisations or individuals are documented and contracted accurately
- Ensure that communications with all artists (organisations and individuals) are clear and concise and that agreements are documented and contractual accurately
- Ensure that all settlements with collaborators and individuals are finalised within a reasonable timeframe in the post-festival period

Centre for Creative Therapies

The CEO will work in conjunction with the Therapeutic Services Manager to ensure the smooth running of the Centre for Creative Therapies. Within this core function the CEO will:

- Ensure that the Centre for Creative Therapies runs in line with the ethos of the organisation, placing service user needs at the centre
- Ensure that creative therapies to the highest standard are delivered to clients
- Ensure that premises are safe and properly resourced
- Ensure that all relevant policies are up to date and compliant with regulatory standards including Child Protection, Health and Safety, and Safeguarding Vulnerable Adults
- Ensure that funder requirements and reporting are met
- Ensure that adequate reporting, within parameters agreed by the Board, are available to the Board at agreed intervals
- Ensure that staff are supported and receiving adequate guidance and supervision

Governance

The CEO will work with the Governance and Finance Manager to ensure that the organisation is compliant with all regulatory requirements. Within this core function the CEO will:

- Attend monthly Board meetings and provide verbal and written reports as set out and required by the Board
- Report to the Board in relation to operational aspects, as required
- Report to the Board in relation to progress and implementation of the organisation's strategic plan
- Ensure that the requirements of regulatory bodies are fulfilled including those issued by the Charities Regulatory Authority, the Companies Registration Office and the Register of Beneficial Ownership
- Ensure that all organisational policies eg. Employee Handbook, Health and Safety, Safeguarding Vulnerable Adults and Child Protection are compliant, up to date and available on First Fortnight's website

Finance

The CEO will work with the Governance and Finance Manager to ensure that the organisation's financial management is robust and financial systems serve the needs of the organisation. Within this core function the CEO will:

- Ensure that adequate funds are in place to service the staffing and activities of the organisation
- Prepare an annual budget detailing all aspects of the organisations activities and present to the Board at the beginning of the financial year for sign off
- Ensure that forecasts are updated regularly and accurately, taking into account rollout and development of programme and activities
- Ensure that management accounts and forecasts are available to the Treasurer for reporting to the Board at regular and agreed intervals
- Ensure that appropriate systems of control are documented and maintained

PERSON SPECIFICATION

Essential Qualifications, Skills and Experience

- Significant experience in managing arts organisations and/or festivals
- Excellent leadership skills and significant experience in managing people and teams
- Significant experience in stakeholder management including government funding agencies
- Experience in financial management
- Experience in working on, with or to a Board of Directors
- An appreciation of and sensitivity to the conversation around mental health
- An appreciation of and sensitivity to the therapeutic environment

Desirable Experience

- Experience and knowledge of mental health and mental health services and organisations in Ireland

Attributes

- A visionary view and ability to conceive new ideas and ways of operating
- An ability to think creatively
- A tendency towards problem solving and solutions
- An ability to motivate and lead people with empathy
- A commitment to contribute to challenging mental health stigma and to initiating social change
- A commitment to the vision, mission and values of First Fortnight
- Excellent written and verbal skills
- Excellent organisational skills including the ability to work to deadlines

Application Process

Please submit:

- Letter of Application telling us why you would like to lead First Fortnight in challenging mental health stigma. Outline how you meet the person specification, detailing the qualities and experience you bring to the role
- Your CV with contact details of two referees

Applications should be submitted by **email** only to Triona Ní Dhuibhir, Company Secretary, triona@firstfortnight.ie

Application Deadline

Monday 12th April at 12.00 noon



Application Process

- Shortlisting of candidates will be conducted by a nominated sub-group of the First Fortnight Board plus an independent external expert
- First interviews will take place on Thursday 6 and Friday 7 May
- Second interviews will take place on Thursday 13 May

Interviews will take place online on Zoom.