



**WYE VALLEY  
RIVER FESTIVAL**  
**GWYL AFON  
DYFFRYN GWY**

Company Manager

Job Summary

July 2024

## Wye Valley River Festival CIC

The Wye Valley River Festival CIC is an innovative arts organisation, led by artists and communities with an environmental focus. It supports and drives the growth of a programme of community engagement and co-creation activity which culminates in a unique cross border biennial arts and environment festival inspired by the landscape.

Originally established as a project through the Wye Valley Area of Outstanding Natural Beauty in partnership with arts professionals and now an independent organisation, we bring local people, environmentalists, and artists together in an internationally important landscape. Exploring creative possibilities and partnerships for the Wye Valley, Forest of Dean, Midlands, South Wales and beyond.

Collaboration is key to the success of WVRF. It is because of our connections and partnerships that the festival exists in its current form. WVRF CIC aims to strengthen the positive energy of these tried and tested relationships over the last ten years to forge new partnerships and continue to build a reputation for high quality art in the landscape.

WVRF CIC's overall aim is to connect more people to their environment through the arts, providing a high quality and relevant arts and cultural offer in response. In the long-term, we think this will make a significant and unique contribution to addressing wider issues such as climate change, and the impact this has on individual wellbeing, social cohesion and economic stability in the local area.

The Brief:

We are looking for an organised and motivated individual to oversee the day to day running of our projects and organisation. Supporting the CIC Directors to run and develop the Wye Valley River Festival CIC, assisting with setting up administrative systems and procedures that are sustainable and resilient. You will be working closely with the WVRF Festival Director.

The contract is offered at a fixed fee of £13,820 over eight months. We hope to achieve further funding to extend the contract beyond this date for a further year.

### **Main job responsibilities include (but are not exclusive to):**

- Working with the CIC Directors to develop and deliver the Wye Valley River Festival and its associated year-round programme of activity including administration of contracts and communicating with our partners, artists and Advisory Board.
- Working with the CIC Directors to manage the day to day activity of the CIC, updating Policies & Procedures, overseeing project budgets & coordinating organisational finances.
- Supporting the CIC Directors with securing ongoing funding
- Working with funders to develop relationships, contribute and support the writing of bids for funding, administer and report on successful bids.

WYE VALLEY RIVER FESTIVAL CIC (Company No. 13332067). The Company is registered as a Community Interest Company with its registered office Ryefield Mews, Gloucester Road, Ross-on-Wye, HR9 5NA  
[www.wyevalleyfest.com](http://www.wyevalleyfest.com) @WyeRiverFest



# WYE VALLEY RIVER FESTIVAL

## GŴYL AFON DYFFRYN GWY

- Communication with project partners & stakeholders and engagement in local networks
- Take a lead on the Marketing of projects, liaising with external PR, Press organisations and our networks.
- Liaising with local organisations and groups to administrate and assist with the setting and running of projects, events and activities.
- Be an integral part of the organisations creative and community development

## About You

You will be highly organised with an instinctive understanding of the systems which need to be put in place to facilitate and deliver multiple partnership projects. You will have an understanding about the requirements of running a small but ambitious arts {or comparable} organisation, with experience of either running a small company, or being part of a team to do so. You will work well as part of a team, whilst also being a self-starter, able to initiate your own effective work schedule and programme and time management.

Committed, enthusiastic and passionate about socially engaged arts practice, you will have a sound, strategic understanding of the local community arts/voluntary sector and preferably across the Wye Valley Region.

You will have ideally worked in a similar role and therefore understand the nature, and needs, of a small Community Interest Company. You will have the necessary skills and experience to oversee the day-to-day operation of WVRFC CIC effectively and responsively, supporting our team of freelance staff, leading on Company Management, Human Resources and General Administration.

You will have experience in managing budgets across multiple projects from a range of funders and will be comfortable liaising with our accountant to organise WVRFC CIC's budgets and accounts in a methodical and timely manner.

You will be enthusiastic and driven with excellent attention to detail. Someone who enjoys setting up and running administrative and financial systems that help arts organisations function. You'll be well organised with strong financial skills. You may be an arts administrator or have a background in administration and finance. You'll be someone who is imaginative and resourceful, able to communicate with different people to gracefully weave projects together.

A self-motivated, creative thinker you'll be comfortable managing your own time and be able to prioritise your to do list with a healthy sense of humour and grace, using your own initiative to problem solve.

You will be comfortable multi-tasking across a range of projects, maintaining key strategic relationships and networking. As well as promoting WVRFC CIC and championing the festival, its partners and programme of work across in the Wye Valley region.

You will be happy to work remotely with a suitable home working space, a reliable and robust internet connection, as well as having the means to travel across all areas of our work – anywhere from Hereford to Chepstow! and on occasions Bristol.

WYE VALLEY RIVER FESTIVAL CIC (Company No. 13332067). The Company is registered as a Community Interest Company with its registered office Ryefield Mews, Gloucester Road, Ross-on-Wye, HR9 5NA

[www.wyevalleyfest.com](http://www.wyevalleyfest.com) @WyeRiverFest



# WYE VALLEY RIVER FESTIVAL

## GŴYL AFON DYFFRYN GWY

### Essential Work Experience:

- Minimum five years' arts/voluntary sector experience, preferably with senior management involvement for at least two out of five of those years, or experience of managing a small charity/ Community Interest Company.
- Excellent administrative, IT and project management skills.
- Experience of using a range of online tools and software including Google Drive, XERO, Hubdoc and Wordpress.
- Experience of fundraising and reporting from a range of sources and acumen of the current funding landscape.
- Partnership working and stakeholder management.
- Experience of budget reporting and financial administration.
- Experience of working within a small team across multiple projects, working to tight deadlines and budgets.
- Communicating with Accountants and Bookkeepers.
- Understanding and commitment to inclusion and access

### Desirable work experience

- Understanding of local arts scene and/or environment sector.
- Experience of outdoor arts/ site specific project management.
- Experience of using design tools and software.
- Experience of managing small teams of people and multi-funder projects.
- Knowledge of setting up and managing CRM platforms.

### Essential Personal Specifications

- Highly skilled at administration and coordinating people from a variety of cultures, careers and backgrounds to engage with the arts and /or the environment.
- Strong communication skills – verbal, written and non-verbal.
- Attention to detail, with an ability to write succinctly and in a compelling way.
- Ability to edit copy and proof reading documents.
- Self-starter and ability to use own initiative.
- Multitasker, who can prioritise and juggle a varied workload.
- Reliable and trustworthy.
- Demonstrable commitment and desire to support the delivery of high-quality engagement experiences co-created with the community.
- Passion to bring about social change through the arts.
- Driver's licence, with access to car.

### Desirable Personal Specification

- Qualification in Project Management/ Marketing/ Fundraising
- Live within, or close to, the Wye Valley or Herefordshire region (England or Wales) with a robust knowledge and understanding of the area.



**WYE VALLEY  
RIVER FESTIVAL**  
**GŴYL AFON  
DYFFRYN GWY**

## Contract Terms:

### Fixed term contract:

This contract is offered on a freelance basis and the successful person will be responsible for their own NI and tax owed.

This is a fixed term contract for a period of eight months starting in August 2024 and running until March 2025. With the view to extend subject to successful funding.

### Fee and Hours:

The role is offered at a fixed fee of £13,820.00 over eight months. Additional expenses will be covered, in agreement with the WVRF Directors.

We anticipate this to involve approximately two and a half days of work per week, across an eight month period but times will vary. We anticipate it to be a minimum 77 day contract across the period. There will be a period of increased activity in the lead up to, and during, the festival's autumn events and again toward the end of the contract. This will be arranged with the successful applicant. There may be some weekend and evening work required.

### Responsible to:

Wye Valley River Festival CIC Directors will oversee the project.

### Working alongside:

The WVRF core festival team and freelancers - Producers, Performers, Artists, wider Advisory Board members, local community groups, artists and performance companies, education establishments, and young people led groups.

### Base:

A combination of home working, Monmouth office working with the ability and flexibility to travel to meetings elsewhere and to WVRF activity and events.

### Insurance:

The successful person should have Public Liability Insurance to a minimum value of £5 million and a current Enhanced DBS check (or be willing to apply for this).

## How to apply:

Please send your CV with an Expression of Interest (maximum 2 sides of A4 sides), or a short film, lasting no longer than 3 minutes.

Please send your application by email to: [wyevalleyriverfest@gmail.com](mailto:wyevalleyriverfest@gmail.com) with Company Manager in the subject line. (Please note, that this email address is not monitored daily – there should be an out of office reply upon receipt of email).

### Deadline for applications:

Wednesday 24th July at 9.00am.

### Shortlisting & Interviews:

WYE VALLEY RIVER FESTIVAL CIC (Company No. 13332067). The Company is registered as a Community Interest Company with its registered office Ryefield Mews, Gloucester Road, Ross-on-Wye, HR9 5NA  
[www.wyevalleyfest.com](http://www.wyevalleyfest.com) @WyeRiverFest



**WYE VALLEY  
RIVER FESTIVAL**  
**GŴYL AFON  
DYFFRYN GWY**

Shortlisting will take place on Thursday 25<sup>th</sup> July and interviews held on Tuesday 30<sup>th</sup> July at a venue to be confirmed, or online.

Please let us know with your applications if you have specific requirements to interview.

Wye Valley River Festival CIC is committed to flexible and inclusive working practices.

We are equal opportunities employers and recognise the value of diversity in the workforce.

We actively encourage applications from those with less visibility in the arts.

If you have any questions please contact Phill Haynes, Co-Director, Wye Valley River Festival [Phill\\_500@hotmail.com](mailto:Phill_500@hotmail.com) or call 07787 836197.