**Candidate Application Pack**
**Chief Executive Officer**
**Circusful, Festival of Fools, and Premiere Circus**

Thank you for your interest in applying for the role of Chief Executive Officer with Circusful. This application pack will guide you through the process of demonstrating how your skills, experience, and knowledge align with the essential criteria for this role.

**Instructions for Applicants:**

1. **Complete all sections of this application form.**
2. **Provide detailed examples of your experience, ensuring you clearly address the criteria outlined below.**
3. **Submit the completed application pack along with your CV and a cover letter** to laura@circusful.org by 28th February 2025.
4. **If there are aspects of the criteria you are unsure if you meet fully, please provide as much detail regarding how your skills align or are comparable in order to ensure your application is fully considered.**



**Section 1: Personal Information**

**Full Name:**
**Address:**
**Email Address:**
**Phone Number:**



**Section 2: Essential Criteria**

In this section, please provide detailed responses to demonstrate how your experience meets the essential criteria. Use specific examples wherever possible.

**1. Leadership Experience**

Minimum of five years’ experience at a senior management level, including at least three years operating at or immediately below Board/Chief Executive level.
**Your Response:**



**2. Financial Management**

Significant experience in financial management, including implementing financial policies, producing management accounts, budgets, variance reports, and managing working capital requirements.
**Your Response:**



**3. Income Generation**

Proven success in securing and managing substantial grant funding, including core funding, ideally with total successful applications exceeding £250,000 per annum, and identifying innovative income generation opportunities.
**Your Response:**



**4. Strategic Planning and Operational Management**

Strong experience in strategic planning, prioritisation, and execution, including the development of measurable operational plans that support organisational objectives.
**Your Response:**



**5. Team Leadership and Culture**

Proven track record in leading and managing diverse teams, fostering collaboration, and cultivating a values-driven, positive team culture.
**Your Response:**



**6. Project Management**

Significant experience managing projects aligned to strategic objectives, delivered on time and within budget.
**Your Response:**



**7. Communications and Marketing**

Experience delivering high-profile communications and marketing strategies to enhance the public profile of an organisation.
**Your Response:**



**8. Partnership Building and Networking**

Demonstrable experience in building effective relationships with funders, stakeholders, and partners to advance organisational goals.
**Your Response:**



**9. Understanding of the Charity Sector**

Knowledge of funding models, governance, and compliance requirements for charities or third-sector organisations.
**Your Response:**

**10. Preparing, planning, and managing high-profile events.**

Experience in planning and managing public facing events which would benefit in the planning and management of Festival of Fools.

**Your Response:**

**11. Flexibility and Travel Requirements**

Ability to work flexible hours, including evenings and weekends, and travel throughout Northern Ireland as required.
**Your Response:**

**Section 5: Declaration**

I confirm that the information provided in this application is accurate to the best of my knowledge.

**Signature:**
**Date:**



**Submission**

Please return this completed application pack along with your CV and cover letter to laura@circusful.org by 28th February 2025.

Thank you for your interest in this exciting opportunity to lead Circusful, Festival of Fools, and Premiere Circus. We look forward to reviewing your application