



**Centre Director**

**Recruitment Information Pack**



## Welcome from the Chair of Trustees

Thank you for your interest in the Centre Director role at Greentop Community Circus at our purpose-converted Circus centre in Brightside, Sheffield.

We are seeking a dynamic Centre Director to lead us into our next chapter as we enter our 30<sup>th</sup> year promoting excellent circus that inspires young people's creativity and learning, strengthens community and develops artists. This is a real opportunity to shape the future of Greentop in offering high quality circus experiences both at our centre and across the region delivering creative, learning, health and social impacts in settings ranging from our circus centre to schools, big tops to festivals.

The Centre Director will work with our wonderful committed team of staff, freelance artists/teachers and board to shape and lead a shared vision for an impactful programme, strong organisation and happy people.

With multiyear support from the Garfield Weston Foundation and Arts Council England, a building development feasibility study and bursting programme, it's a great time to be joining Greentop Community Circus.

This pack gives you details about us, the job role you would be doing, the skills, knowledge and experience you can bring to the role and the qualities and skills we're looking for. It also explains the application process. If you have any questions about this or require it in a different format, please let us know. We look forward to hearing from you.





## About Us

Established in 1996, Greentop is a dedicated centre for circus arts serving the North of England, part of a national movement rediscovering circus as a 21st Century art form and source of transformational change. Circus is our passion, and we share its energy, beauty, physicality, laughter and pageantry with our local communities.

Our mission is to promote excellent circus that inspires young people, strengthens communities and develops artists.

Our vision is to be a centre of excellence in youth and social circus and a powerhouse in the region's creative ecology developing artists and delivering vibrant circus making for all.

Our purpose is to foster strong, resilient, creative and joyful people and communities through the wonder of circus. We are committed to creating quality, imaginative, and fun creative experiences, courses, tailor-made programmes and events supporting diverse people, particularly children and young people, to realise their full potential. We aim to be a happy place to create, work and play.

[View About Us Video](#)

Visit our website: [www.greentop.org](http://www.greentop.org)



### Main purpose of the role

The Centre Director provides leadership and management for the organisation, working closely with the Board to deliver the organisation's mission. The role combines strategic planning with practical implementation across projects and programmes, ensuring effective operations, strong partnerships and external advocacy. This incorporates developing and delivering a business plan that addresses all aspects including marketing and funding.

The post holder will lead on business planning, organisational development, profile raising and championing the role of circus within cultural, education, community and social contexts. The Centre Director will work closely with the Teaching and Programme Lead who will lead on the Creative Programme.

This role is also responsible for ensuring compliance with legislative requirements and good governance.

### Terms

Reporting to:	Chair of Board of Trustees
Line management:	Teaching and Programme Lead, Finance/Office Manager, Programme Manager (Hire Us programme), Youth Circus Lead, Youth Circus Administrator, Marketing Lead.
Salary:	£32,000 pa approx. 4 days/week (pro-rata of £40,000)
Contract:	Permanent contract
Location:	Greentop Community Circus Centre
Hours:	4 days/week. Some evening/weekend work. No overtime is payable but Time off in lieu maybe taken.
Holiday entitlement:	26.4 days/ year (Pro rata of 25 days and 8 bank holidays)
Benefits:	Greentop offers a NEST auto enrolment pension scheme, flexible working, holiday purchase scheme

### Key Responsibilities

Working with the staff team and liaising with the Board:

- Lead development and implementation of the organisation's vision, strategy and business plan, working closely with the Board's Strategic Planning Group and the Teaching and Programme Lead.
- Ensure that Greentop's core values drive each strategic direction and decision and are informed by participants and artists and the local, regional and national contexts in relation to creative, social, education and health impacts.
- Support the Teaching and Programme Lead in ensuring delivery of a relevant, inspiring and ambitious Creative Programme.
- Oversee delivery of the marketing strategy to support engagement, participation and income targets.
- Develop and implement the fundraising strategy with support from the fundraising consultant.
- Manage fundraising bids, reporting and stewardship of funder relationships working with the Finance/Office Manager.
- Project manage all grant funded projects.
- Oversee Hire Us outreach programme growth, supporting the Programme Manager in earned income generation.
- Lead, develop, support and monitor the performance of all line managed staff.
- Ensure effective financial management, HR systems and operational processes.
- Ensure robust budgeting, forecasting, reporting and financial control systems, working closely with the Finance/Office Manager and accountants.
- Build partnerships to expand reach and strengthen organisational impact.
- Provide inspirational leadership that fosters a safe, inclusive and positive culture
- Support organisational HR, staff development and performance management
- Oversee policy implementation including Safeguarding, Health & Safety and Inclusion
- Provide reports to the Board on financial, planning and operational matters, convene and attending all board meetings and meetings of the Strategic Planning Group and the Intersectional working Group.
- Lead governance reporting and support the Board and its working groups and supporting its development.
- Carry out the role of Company Secretary and its duties as defined by the statutory body, supporting the board in meeting regulatory requirements.

### Person Specification

#### Essential Criteria

- At least 3 years' experience in leadership or management within a charity, cultural, educational, voluntary sector or participation-focused social enterprise
- Evidence of collaborative and inspirational leadership skills
- Strong financial and business planning skills, including budget setting and monitoring
- Successful fundraising experience with trusts, foundations and private sources
- Experience managing operational systems and commitment to environmental good practice
- Excellent written, verbal and numerical communication skills with strong attention to detail
- Exceptional interpersonal skills with the ability to manage sensitive relationships
- Excellent time-management and ability to juggle competing priorities
- Understanding of good governance and experience working with a Board of Trustees
- Ability to work independently and collaboratively; proactive and solutions-focused
- Commitment to Inclusion, Diversity, Equality and Access
- Understanding of the cultural and creative sector and its impact in different settings
- Proven track record in project management and people management
- Knowledge of regional arts, creative health and community engagement sectors

#### Desirable Criteria

- Understanding of the regional and national circus arts sector
- Familiarity with Bookwhen booking software, Salesforce CRM and Xero
- Understanding of socially-engaged arts practice
- Accountancy, HR or Health & Safety qualification

## How to apply

Before applying, please read the Information Pack, Job Description and Person Specification.

To apply, please send the following documents to [manager@greentop.org](mailto:manager@greentop.org)

1. A cover letter outlining your interest in applying for the job, and how you meet the person specification. (Max. 2 pages)
2. Your CV. Please ensure that your CV includes the details of two referees; we will not contact them without your permission. (Max. 3 pages)
3. [Online Equal Opportunities monitoring form](#). This is submitted separately to your application and will be used for statistical monitoring purposes only.

We actively encourage people from communities that are under-represented in the UK arts sector to apply to join us and bring their talent, experience and expertise to Greentop Circus Centre. We are particularly seeking applications from The Global Majority (BAME) and D/deaf or Disabled peoples and transgender and non-binary people. Greentop Circus recognises the positive value of diversity, promoting equality and challenging discrimination. All staff have undergone Anti-Racism Training and Disability Awareness training to ensure Greentop continues to be a safe and encouraging space for people from all backgrounds.

### Alternative formats

Please let us know if you require information in an alternative format. We are happy to accept applications in alternative formats such as video/audio answers from applicants who, for reasons of disability, may find it difficult to complete the above.

**Closing date for applications:** 12 noon February 12<sup>th</sup>, 2026

**Interviews:** Either Monday 23<sup>rd</sup> or Tuesday 24<sup>th</sup>: February 2026 at Greentop Community Circus Centre 74 Holywell Road Sheffield S4 8AS





## Our Core Values



### Quality

Just as we strive to hone incredible circus skills, we strive for quality in everything we do.



### People First

Circus is what unites us, so we create and deliver it with care, appreciation and respect for our workforce, participants and audiences.



### A safe space

Circus is, and has always been, an inclusive experience; a place where difference is celebrated, and which has teamwork and a sense of belonging at its heart. We provide a safe space for people of all ages, backgrounds and abilities to be creative, brave, ambitious and innovative.



### Sustainability

The Green in Greentop reflects our founders' aspiration for working as part of a wider natural world. We are making a future where Greentop is financially, socially and environmentally sustainable.



### Collaboration

We work collaboratively with a wide range of partners, reaching out across the region, across artforms, cultures and sectors.





## What We Do And Who We Serve

In 2026 Greentop celebrates 30 years as a leading provider of social circus, pioneering circus participation in disadvantaged communities, and of creative and artist development for circus performers across the region.

### Circus for all: Youth circus and adult recreational programmes

Almost 200 circus participants each week from across the region: young and old, hobbyist, aspiring and professional. We provide personalised development and progression opportunities with strong creative, social, fitness and well-being benefits. Programmes include:

- 28 weekly classes provide skills based, creative activities and lead to performance showcases throughout the year.
- Tailored programmes for Centre for Advanced Training (CAT) students, home educated children, Circus Minis (designed for ages 4-8) and holiday programmes.

*"My child loves coming. She describes it as, 'somewhere I can be me'. To come somewhere where she can learn at her own pace and feels accepted is so important to my daughter's mental health and emotional wellbeing."*

*- Parent*



## Social circus - Circus With A Purpose

We work with Roma families, neurodiverse children, and schools in areas of economic disadvantage. Working with education partners Endeavour and Create Sheffield, and sector partners Circusworks our aim is to respond to creativity and health inequalities by promoting physical literacy alongside creative, social and personal development opportunities.

### Programmes include:

- **Neighbourhood and family circus:** weekly class and holiday programmes aimed mainly at the local Roma community. 97% of the Family Circus pilot participants were happier than at the start and 95% learned to keep trying and want to learn more
- **Spectrum Circus:** A programme to promote circus activity with young people with autism through a monthly class programme at Greentop. Over 90% felt confident to try all the activities they wanted to. 84% felt very happy at the end of the session
- **This is Circus:** A 6 week programme for Schools at KS1/2 bringing a fresh take on PE classes promoting creativity and resilience. 944 Y3 to Y6 participants at 9 primary schools in NE Sheffield 85% felt circus helped them take on and succeed at difficult challenges
- **Circus Alternative Programme:** In partnership with education charity Endeavour we re-engage young people excluded from school with learning, social skills and emotional literacy.

*"Spectrum Circus has had a really positive impact on our family life: it has been something our son looks forward to, and it has been really enjoyable to have an activity that we can all join in with together. This has been the first group social activity that he has felt able to take part in; and he has enjoyed making friends."*

- Parent



## Artist Development

Supporting over 50 circus artists and teachers from across the North of England offering creative and technical development. We work with partners the National Centre for Circus Arts (NCCA), youth circus network Circusworks, and University of Sheffield's Enable US.

### Yearly programmes include:

- 2 scratch events to trial new work and an end of year showcase
- Residency opportunities and masterclass programme
- Membership programme providing year-round Artist practice time
- Dedicated sessions for private training and one-to-one teaching

**Troupe** is Greentop's performance company for young aspiring performers aged 11-18 years. Selected by audition a group of 12 young people train and work with a director and designer to co-create a performance presented on Greentop's outdoor aerial rig. Touring every two years, the show reaches local audiences of 1500 people across South Yorkshire from Chance to Dance in Sheffield to Barnsley's Big Day Out.

**Outreach:** Greentop responds to requests for activity from a broad range of settings from Chatsworth Family Festival to Stannington Carnival, including corporate events and tailor-made shows and community workshops providing fun, community cohesion, team building and reward, health and wellbeing.





## Who We Serve And The Difference We Make

We are firmly embedded in our NE Sheffield community working with education, social and healthcare partners to meet the needs of people in our neighbourhood, and our reach extends across South Yorkshire and our impact on sector development is national. In 2023 we created 21047 participant opportunities and reached an audience of 3730.

Greentop is based in the converted St Thomas' Church, Brightside, Sheffield. Our locality is characterised by low incomes and poor health: nearly 60% of households survive on an income of less than £25,000 per year and 51% of children are classed as living in poverty. We estimate that 80% of the population of the streets surrounding our Circus Centre is Roma.

*"In a little corner of a struggling Sheffield neighbourhood, wonderful things are happening... I spent the afternoon in Grimesthorpe, with Greentop Circus. What an amazing group of people and how blessed this city is that they make their home here. They welcome all and they captivate those they teach & those they entertain. The wider implications of what they are doing for children in this city is even more impressive."*

- The Editor, The Star



## 2024 Adult and Youth Circus Survey

- 99% of participants are proud of what they achieve by participating at Greentop
- Diverse group: 12-16% Disability, 12% Non-Binary: Bisexual 21% and 13% queer, 70% are female and 25% Neuro diverse.
- 66% of participants have been engaged for more than 1 year and 33% of participants have engaged with us for 4+ yrs
- Participants are strong supporters of Greentop: Our National Promoter Score is 78/ 100 (where more than 50 is considered excellent for likelihood to recommend Greentop).

## The Future

### **Over the next three years we will invest in:**

- Developing teaching and creative programmes to grow creative opportunity in response to artist consultation
- Programmes and strategies that build on Audience Development research to grow financial resilience and grow our community engagement, responding to health and wellbeing needs and those excluded from school.
- Development of our facilities and building in response the building development feasibility study.



## Board Of Trustees And Team

We have a dedicated Board of 8 trustees bringing a broad range of knowledge and experience.

We employ a team of 7 part time staff and over 15 freelance teachers and artists who we work with to deliver programmes.

The team is lead by Centre Director, Teo Greenstreet.

The Lead Teacher, Jamie-Lee McNaughton oversees all adult and professional programmes and teaching quality.

Youth Circus leader Trudi Patient oversees all youth circus programmes, supported by Natalie Allistone.

Programme Manager Sorcha Donaldson oversees all Hire Us activity off site in schools and other locations.

The office manager Hannah Lamare manages all finance and administration.

Amy Greenacre Leads on all Digital Marketing.

The Greentop team is supported with freelance fundraising and IT expertise.



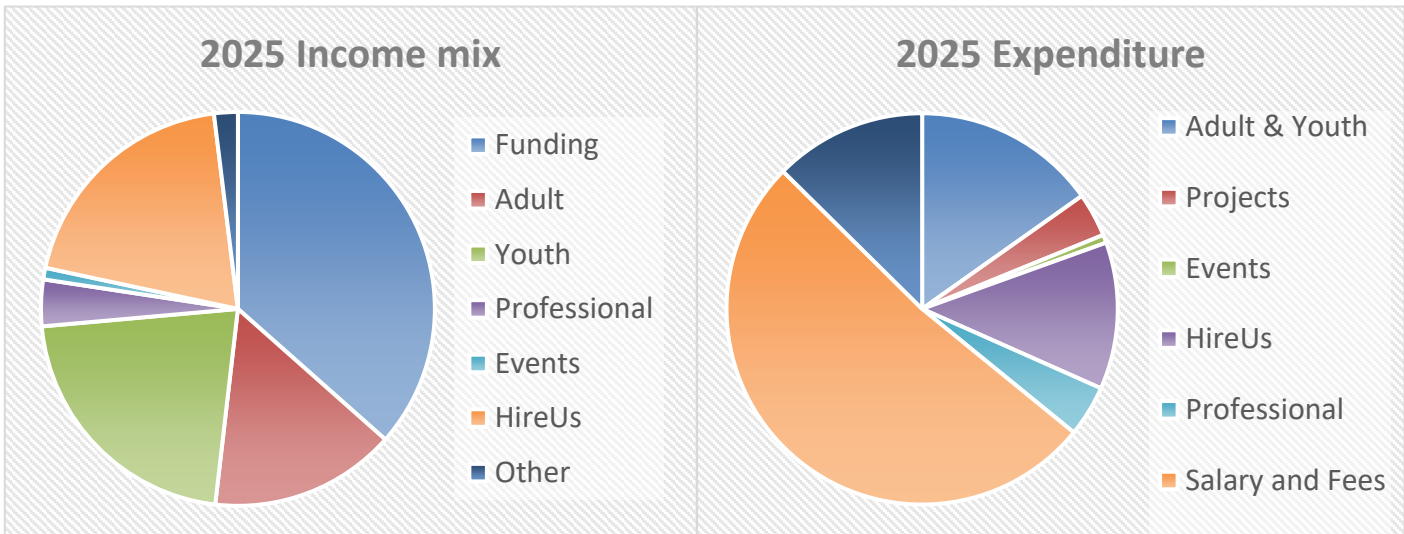
Finance And Funding Partners

Our business model is to part-fund our Social Circus activity with fees from our youth circus, adult recreational programmes and Hire Us outreach activities (workshops and performances to schools, community organisations and businesses). Our financial year runs 1st January to 31st December.

62% of income was earned in 2024 from Hire Us (outreach and hires activity) and youth and adult programmes. We are grateful to our funding partners that contribute to 38% of annual income.

Greentop is a project client of Arts Council England and receives multi year support from Garfield Weston Foundation, The Brelms trust and Sheffield Town Trust.

Projected out turn YE December 2025	
Income	£
Funding	106046
Adult	44,413
Youth	63,100
Professional	11,082
Events	2,757
HireUs	57,178
Other	5,656
Total Turnover	290,231
Expenditure	
Adult & Youth	41,242
Projects	9,849
Events	1,823
HireUs	32,968
Professional	11,478
Salary and Fees	139,817
Overhead and administration	34,162
Total Exenditure	271,339



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FOUNDATION



We also appreciate the support of:

Backstage Trust  
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