

Trustee – Role Description

Our trustees play a vital role in making sure that Immediate Theatre achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Immediate Theatre has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Immediate Theatre to grow and thrive, and through this, achieve our vision:

Purpose: to involve communities in creative projects that inspire wellbeing, break down barriers and engage people in the process of personal and social change:

Objectives:

- Providing inspiring participatory arts programmes, enabling people to reach their potential and preventing exclusion and social isolation
- Creatively exploring social issues, engaging people in the process of change and encouraging and enabling them to influence decision making
- Improving health and wellbeing and increasing life skills and employability through engagement in the arts

We work in partnership to develop work that supports our **values** of being:

Inclusive – working at the grassroots and celebrating diversity

Interactive – involving communities throughout the creative process

Imaginative – finding new ways to engage with vital issues

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Immediate Theatre's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Immediate Theatre's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Immediate Theatre's financial statements.
- Provide support and challenge to Immediate Theatre's Artistic Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Immediate Theatre's operating environment.
- Contribute to regular reviews of Immediate Theatre's own governance. Attend Board meetings, adequately prepared to contribute to discussions.

- Use independent judgment, acting legally and in good faith to promote and protect Immediate Theatre's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Immediate Theatre's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction and training. We are particularly keen to engage people with at least one of the following attributes:

- Young people under 25 interested in developing leadership skills.
- Lived experience of the issues facing our participants e.g.:
 - 90% of our youth theatre participants are from diverse ethnic backgrounds and a high proportion experience economic disadvantage, we know of 115 regular participants who access Free School Meals.
 - 32% of registered participants have special educational needs or a disability
 - Many participants on our Pathways to Employment programme have mental health challenges
 - We work with over 60's including those experiencing long term illness
- Knowledge about education, we are keen to engage someone with knowledge of Secondary Education and/or academic connections with a relevant University
- Experience of managing a similar size organisation or team
- Experience of marketing.
- Experience in the community arts sector

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a 4-year term of office, renewable for 3 further terms to a maximum of 12 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

Trustees are expected to attend:

- 4 quarterly Board meetings annually
- Budget approval meeting in March
- Annual General Meeting – AGM in December

We vary these meetings between online and face to face sessions. These are generally held on Tuesday evenings 5.30 – 7.15 pm

- Annual Away Day – in person
- Occasional attendance at company performances and events

Committee membership

We also have a number of trustee committees:

- Finance Committee reviews the quarterly finances prior to the board meeting
- Personnel, occasional meetings and review of salary changes
- Equity, diversity and inclusion, annual review meeting
- Safeguarding – ad hoc meetings and annual review of policy.

Application Process.

Please send a copy of your CV and a statement about why you are interested in the role and what skills or knowledge would you bring to Immediate Theatre – this can either be in the form of a written statement (one side of A4) or an approximately 2 minute video response; please make sure that the video is clear and audible before uploading. The video should be attached in one of the following formats: MP4, MOV, AVI or MKV.

Please send to Recruitment@Immediate-Theatre.com – marked TRUSTEE.

Please make sure we have a phone number to contact you on and let us know if you are available for the interview dates.

If you have any questions please email the Artistic Director jo@immediate-theatre.com

Deadline for applications Friday 11th April

Interviews will be held online Monday 28th, Tuesday 29th April between 5.30-7.30 pm

Potential new trustees will be invited to observe the Trustees meeting on Tuesday 6th May from 5.30pm – 7.15 pm, online.

