

# ARTS EMERGENCY

## Trustee

Chair of the Finance and Resources  
Committee and Finance Lead

**Application Pack**  
**April 2025**



Heila on work experience at  
Output Arts. Photo Tishon  
Nicholson.



## About us

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,800 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

### Our vision

The future is a place where young people face no closed doors to creativity and the creative industries.

### Our mission

As a people powered grassroots movement, we open doors by connecting young people to each other and to creative professionals within communities of care based on shared values, interests, and practice. Through the transformative power of this mutual support, young people are empowered to live out their creative ambitions.

### Our core beliefs

In 2011, when Neil and Josie first dreamed up the project that would become Arts Emergency, they wrote (on a tablecloth) the core statements of belief and intention for the national movement they would go on to build. This became our founding manifesto. Ten years later, inspired by this manifesto and their own experiences in the arts, our Youth Collective created their own. You can read both manifestos [on our website](#).

These manifestos tell a story of equity, optimism, justice, care, persistence, creativity, curiosity, and community. They are powerful guiding forces in everything from organisational culture to movement mobilisation.

See some of the results of our work in our [2023 Impact Report](#).

## What we do

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share crucial gateways into hard to crack industries like TV, publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers David Nicholls and Sarah Perry.

**“Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope.”**

DEJI, YOUNG TALENT

Find out what our mentees have to say:

**[Arts Emergency Mentoring Celebration Event 2023](#)**



Olamide reads her poem at a Celebration event. Photo Lilla Nyeki.

## Our plans for the future

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. In 2022, we conducted a strategic review to inform our direction and update our mission and impact. We recruited a new Chair and new board members to help us achieve this and welcomed a new Youth Collective, who ensure that young people's voices are amplified through our work. Additionally, two Youth Collective members serve on the board as Young Trustees.

This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we have ambitious plans to grow our flagship mentoring programme, including increasing capacity in the regions where we already deliver, expanding to new regions across the country, and exploring the potential for new ways of working to reach more young people in need of support.

We are also laying the groundwork for enhancing how we provide long-term support for our young people's personal and professional development through our Community offer. We know that breaking into the industry doesn't happen overnight, and we are committed to facilitating young people on their journey until their 26<sup>th</sup> birthday, with the support of our Network members.

# 93%

of mentees said they understood more about the world of work by the end of their mentoring year



Hosanna on her Technical Theatre Apprenticeship. Photo: Sim Canetty-Clarke

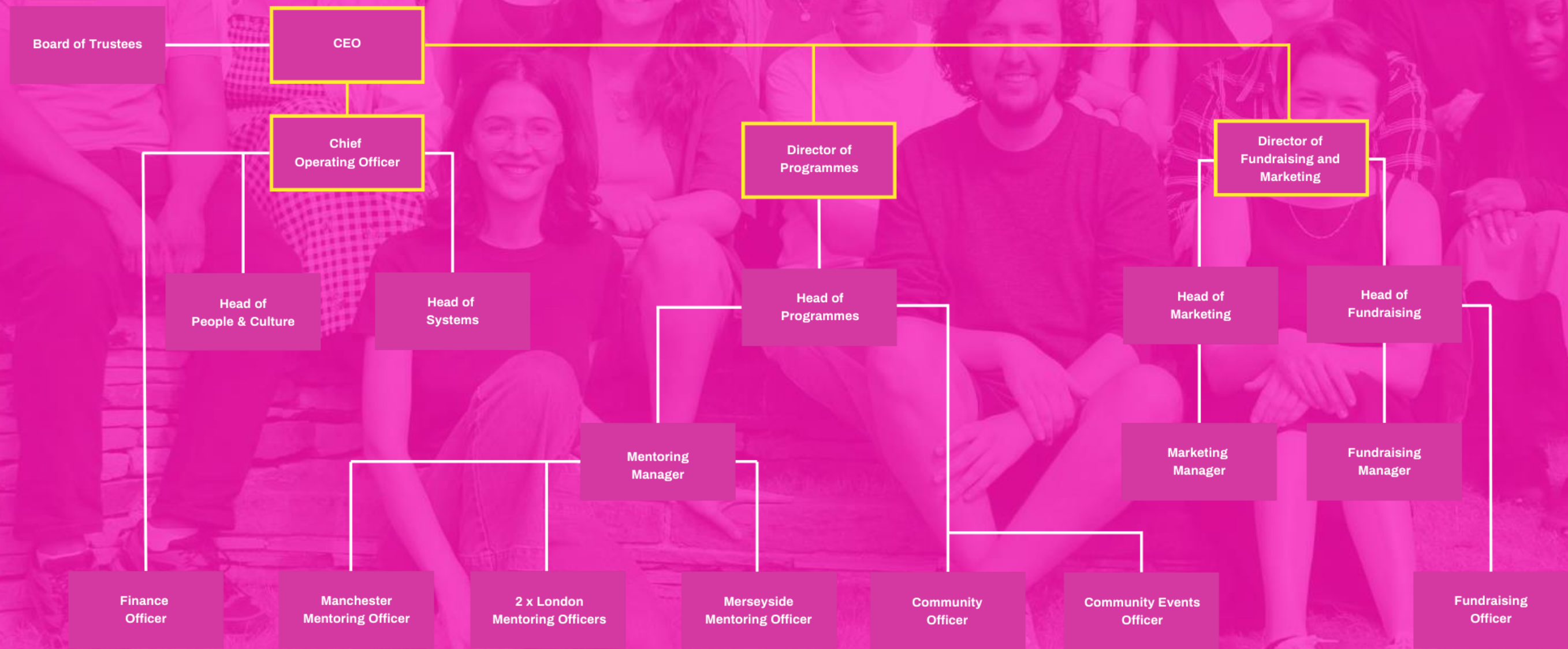
# Our team

The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

## Meet our team

**“I am thrilled to be part of the hugely important changes Arts Emergency is making to the industry and its legacy that has affected so many for the better, in such a short time.”**

YOMI ADEGOKE – WRITER, JOURNALIST AND BOARD MEMBER



# Commitment to equality and diversity

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes. We are a national movement that provides emergency response to counter the erosion of access, the reversal of social mobility, the entrenchment of privilege, and the silencing of diverse voices in UK culture.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in the UK's cultural workforce. This includes people of colour, disabled people, LGBTQIA+ people, and other equity deserving groups. When we recruit we will always: **show the salary**, **pay a living wage**, and **won't demand a degree** as an essential criteria (unless a specific qualification is required for a role).

**“Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well-connected. I love Arts Emergency because it works to bridge this gap. To create the opportunities that have been taken away.”**

JULIE HESMONDHALGH, ACTOR

We are committed to the employment and development of disabled people. We guarantee to interview anyone who identifies as disabled and whose application meets the person specification for a post. To be invited to interview, you must show in your application that you meet the person specification for the role. If you tell us that you have access requirements or any requests to make you comfortable, we can make reasonable adjustments to the interview process, and, if you join us, to your work arrangements.

London Mentoring Introduction Event  
Photo: Rob Greig



# Trustee

## – Finance lead

### About the role

We are looking to recruit a new trustee who will chair our Finance and Resources Committee and lead on ensuring board oversight of the charity's finances, providing support to fellow trustees in fulfilling their responsibilities.

We support a diverse range of young people and we aim to reflect this diversity on our board and within our team. For this role we are keen to speak to people who have lived experience. It's important that you understand first-hand the barriers faced by young people from underrepresented backgrounds. You will be a figurehead for the organisations and a role model for the young people we work with.

We are looking for an exceptional individual to lead the charity through an exciting period of change and growth – working alongside the Chief Executive Officer (CEO), Senior Leadership Team (SLT), and fellow board members.

The key purpose of the Finance and Resources Committee is to scrutinise financial information, processes and either approve or recommend action to the wider board of trustees. The Chair of the Finance and Resources Committee will work closely with the Chief Operations Officer (COO) and SLT to ensure that trustees are informed of the financial position of the organisation and any areas of risk.

We would welcome applications from individuals with experience in senior finance roles from any background, but are particularly interested to hear from finance professionals who have experience in the charity sector.

### Main purpose

- Your key responsibilities are to ensure that the organisation remains legal and financially stable. You will do this through making decisions, and holding the CEO and staff team to account during meetings
- Trustees play a key role in the governance of the organisation; directly supporting the CEO through strategic decision-making, business development and fundraising
- The trustees meet four times a year, but are expected to interact with the organisation in between
- We also have two subcommittees which meet between main board meetings. These subcommittees make recommendations to the rest of the board to help with decision making.
- This role will chair the Finance and Resources subcommittee, which meets four times a year and discusses things such as budgets and ethical fundraising
- Commit to attending four board meetings in the year

### General duties of a trustee

- Ensuring that Arts Emergency pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy. Our objects include:
  - To promote the arts and higher education and to encourage, maintain and develop public education and appreciation of the arts and higher education
  - To remove barriers to young people through a network of support, mentoring schemes, and to assist young persons who wish to study an arts degree in all aspects including, but not limited to, by raising funds to provide financial assistance
  - To promote, improve, develop, and maintain the appreciation of the arts

- Ensuring that Arts Emergency complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that Arts Emergency applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that Arts Emergency defines its goals and evaluates performance against agreed targets
- Sustaining the good name and values of Arts Emergency
- Ensuring the effective and efficient administration of Arts Emergency, including having appropriate policies and procedures in place
- Ensuring the financial stability of Arts Emergency
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

### Additional duties of the Chair of the Finance and Resources Committee

- Chairing the Finance and Resources Committee in line with the terms of reference reporting back to the board on key decisions or recommendations made by the committee
  - Supporting the COO to present budgets, internal management accounts, and annual financial statements in an accessible way to board trustees
- Leading on the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested, and economically spent, in line with good governance, legal requirements (working closely with the COO who oversees the day to day running of the finances)

- Leading the Finance and Resources Committee in the development and implementation of financial reserves, cost management and investment policies
  - Leading the Finance and Resources Committee in review of any plans to restructure the organisation
  - Leading the Finance and Resources Committee in making recommendations to the wider board in signing off new income streams in line with Arts Emergency's ethical fundraising policy
- Monitoring and advising on the financial viability of the charity
- Ensuring the implementation of and monitoring specific financial controls and adherence to systems by the COO and staff team
- Advising and questioning the financial implications of the charity's strategic plan
  - Supporting the COO with the annual accounts and audit process, reviewing annual accounts and making recommendations to the wider board on sign off

## Person specification

We are looking for someone who can work effectively alongside the CEO, SLT and fellow board members and work together to realise the organisation's vision of an arts industry that represents us all.

## Qualifications

Ideally you will have financial qualifications (ICAEW, ACCA, CIPFA, CIMA) but we also understand the value of equivalent experience so welcome applications from anyone with experience in a senior finance role.

## Skills / Competencies

- Determination to help Arts Emergency deliver its objects and aims
- Leadership and community building skills
- Warmth, tact, and diplomacy
- Excellent communication skills
- Fair, diplomatic, a good judge, and confidential when necessary
- A willingness to devote time and effort towards helping Arts Emergency grow
- Strategic vision
- The ability to think creatively
- An advocate and ally willing to speak their mind
- An ability to work alongside and inspire our ambitious team
- Financial competency

## Knowledge

- Knowledge of the barriers faced by young people from underrepresented backgrounds who are trying to forge a career in the arts
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

In addition to the statutory duties, each trustee should use any specific skills knowledge or experience they have to help the board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives, or other issues in which the trustee has special expertise.

## Personal qualities

- A commitment to Arts Emergency's values of being bold, optimistic and community focussed
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

## Working conditions

- This is a voluntary position with a four-year term of office, and a maximum nine years served in total
- If a trustee is considering stepping down, we ask trustees to continue for one year in order to induct a replacement trustee, or to give a minimum six months' notice
- We can cover expenses related to attending board meetings
- The role is currently remote and meetings are currently held online
- Quarterly meetings last for two hours. Approximately two hours reading time is required prior to each meeting. In addition to these meetings the board meet in person once a year for an away day



# How to apply

## To apply please complete the following:

1. Download and complete the application form on the [Arts Emergency website](#).

The application includes:

- **Part One** asks for your personal information, education, work history, referees
- **Part Two** asks for supporting statements in relation to the job application

You can return the application forms as a Word Document or PDF. If you prefer you can talk through the Part Two questions in an audio file (no longer than 10 minutes).

To transfer an audio file, upload to [Wetransfer.com](#) and use the 'get transfer link' option, then copy and paste the generated link into your email.

2. Complete our Equality and Diversity Monitoring Survey\*. The link to this can be found on the [Arts Emergency website](#).
3. Once completed, please send the application (Parts One and Two) to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) by **10am on Monday 28 April 2025** with AE-TF in the subject line.

Interviews will be held online using Zoom the week commencing 12 May 2025.

**Successful candidates will be required to attend a board meeting on 3 June 2025 as observers and will then be formally appointed after this date.**

If you have any questions about the role or the recruitment process, please contact Sanj Samani, Head of People and Culture, at [sanj@arts-emergency.org](mailto:sanj@arts-emergency.org). If you have any questions about the application process, please contact [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org).

# Contact us

+44 (0)20 7683 1077

[jobs@arts-emergency.org](mailto:jobs@arts-emergency.org)

[www.arts-emergency.org](http://www.arts-emergency.org)

Arts Emergency

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London

N4 2TG

Registered Charity Number 1152377

Please see our [privacy policy](#) to find out more about how we handle your data. You'll also find further information within the application form.

\*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018.

# Glossary

**Governance:** This term is used to describe what a trustee does. It means having authority, making long term decisions and having accountability. It involves deciding the long-term direction of the Charity which includes putting policies in place and agreeing activities that will achieve this. This also includes making sure that the charity is working within the law.

**Governing document:** This is the document that outlines what the charity has been set up to do. It includes the charities 'objects', charitable objectives or purposes. All the charities spending and activities should be focussed on the purposes outlined in the document.

**Strategic decision-making:** This is making decisions with long term impacts in mind. These decisions should be in line with the charity's purpose.

**Business Development:** This could include building partnerships, identifying sources of funding for the charity or finding ways to promote the charity.

**Fundraising:** This includes all the activities related to bringing money into the charity. It includes identifying and applying for funding, encouraging individuals to donate, communicating with people who already donate, looking after those who do donate with thanks and updates on the charity, building relationships with corporate organisations who might donate in the future.

**Complying with charity/ company law:** There are various laws relating to running a charity and/or a company and trustees need to make sure that these are being followed. Trustees aren't expected to be experts in the law, for example, they can seek external advice to make sure the charity is being run legally.

**Charitable objectives:** These are the purposes of the charity as outlined in the Governing document (see above)

**Resources:** This includes the funds that the charity holds, alongside any physical assets (which in our case is mainly furniture and IT equipment, although some charities may own property or vehicles etc)

**Appraisal:** This is a meeting where a person's performance at work is reviewed. It is a chance to identify what has gone well and what hasn't gone so well. Where things haven't gone so well the reasons why can be explored and support and training offered where necessary. Appraisals may also include discussions about salary.