

# **ARTS EMERGENCY**

## **Trustee**

**3 vacancies (including one trustee who will also be treasurer)**

## **Application Pack**

**December 2024**

## **About us**

### **Our values**

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 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

### **Optimism**

We are optimistic about the future of society, the potential for change and transformation.

### **Support**

We provide long-lasting support to young people and to the network of professionals driving change. Through this we create a community.

### **Persistence**

We will be a persistent source of opportunity for young people, creating trust with our partners and with young people.

### **Integrity**

Our programmes will be transformative, meeting the needs of young people in an evidence-based way and empowering young people to influence our programme.

## **Inclusion**

We will actively improve our inclusion of young people, assessing barriers to engagement and working with partners to provide for everyone in need.

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](#)

## **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.

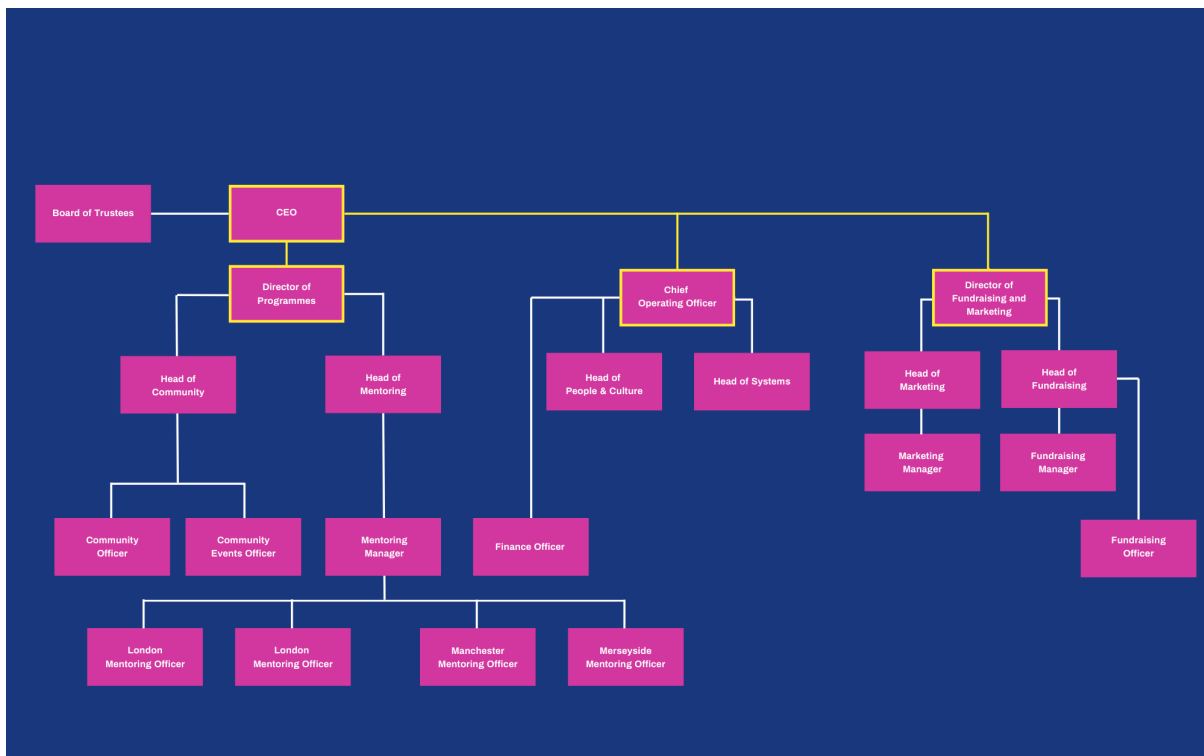
This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we have ambitious plans to grow our flagship mentoring programme, including increasing capacity in the regions where we already deliver, expanding to new regions across the country, 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 26th birthday, with the support of our Network members.

# 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](#)



## **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.

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). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

*“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.

# Trustee

## About the role

We are looking to recruit three new trustees who can work effectively alongside the CEO and other board members to realise our vision. You'll be committed to helping young people pursue their passions and creating a culture that's inclusive for all.

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 organisation and a role model for the young people we work with.

We are looking for exceptional individuals to lead the charity through an exciting period of change and growth – working alongside the CEO and fellow board members.

We would welcome applications from individuals from all fields – but especially those with experience in finance, charity governance, fundraising, law, public relations and/or press.

From the three trustees appointed during this period of recruitment we will be looking to appoint a treasurer and two further trustees.

We will also be looking to appoint a Vice Chair or a Co-Chair (depending on experience) from our board of trustees, once these roles are filled.

This role will be a new addition to the Arts Emergency board – with primary functions including supporting the current Chair in their role and also supporting the board to hold the CEO and Chair to account.

The key duties of the treasurer are to monitor the financial administration of the charity and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements to provide the board with the confidence and knowledge to better make strategic decisions.

## **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.
- The Finance and Resources subcommittee meets four times a year and discusses things such as budgets and ethical fundraising
- The Appointments subcommittee meets as and when required and discusses CEO and trustee recruitment.
- Commit to attending 4 meetings in the year (Meetings have currently been held online, though we are looking to reinstate meetings in person with the option to join remotely).

## **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 who wish to study through a network of support, introduction to mentoring schemes and to assist young persons who wish to study an Arts degree in all aspects by, but not limited to, raising funds to provide financial assistance to those preparing for entering upon or engaged in an Arts degree
  - 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 treasurer**

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees
- Leading 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 and regulatory requirements
- Leading in the development and implementation of financial reserves, cost management and investment policies
- Liaising with the COO on the financial activities of the charity
- Chairing the Finance and Resources committee in line with terms of reference, and reporting back to the board of trustees;
- Monitoring and advising on the financial viability of the charity;
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems
- Advising on the financial implications of the charity's strategic plan

### **Person specification**

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

### **Qualifications**

No specific qualifications are required for this role

### **Skills / Competencies**

- Determination to help Arts Emergency deliver it's 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

### **For treasurer:**

- Financial competency (demonstratable with a professional accountancy qualification e.g. ICAEW, ACCA, CIPFA, CIMA or skills and experience and a comparable level)

### **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
- We are also particularly interested in hearing from those who have experience of working with youth boards and/or youth trustees, though this is not essential
- We would welcome applications from individuals from all fields – but especially those with experience in finance, charity governance, fundraising, law, public relations and/or press.

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 advice and 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 plus 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**

We will be hosting an optional Zoom on **Wednesday 8 January 2025** at **5.30pm** for prospective applicants to learn more about Arts Emergency and the Trustee role before they apply. Click [here](#) to register.

### **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](https://www.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 20 January 2025** with AE-TT in the subject line.

**Interviews will be held online using Zoom the week commencing 3 & 10 Feb 2025.**

Successful candidates will be required to attend a board meeting on 4 March 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)

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Registered Charity Number 1152377

## **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.