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22 September 2021

Dear Applicant,

**Brighton People’s Theatre**

**Trustee Recruitment Pack, 2021**

Brighton People’s Theatre is aiming to recruit up to four new Trustees, to join the Board of Directors.

Brighton People’s Theatre Board plays a central role in the life of the company and is responsible for ensuring excellence governance, guarding the values and purpose of the organisation. Members of the Board are committed to the work of the organisation and enabling change in the way theatre is made and accessed in the UK today. Board Members will be committed to Brighton People’s Theatre being an equal, diverse and inclusive organisation, and this will be reflected in the make up of the Board and how we work.

This is an extraordinary time to be an arts organisation, as we navigate the changing conditions of operating in a pandemic. Brighton People’s Theatre has continued to provide services to our members throughout the pandemic, and we are expanding our reach this September as we roll out workshops in priority areas across Brighton & Hove. We need to review our future plans on how best we can increase our impact and ensure our artistic activity and financial model align.

We believe that Brighton People’s Theatre has an important role to play in recovery from providing opportunities within the communities we work with to advocating for the importance of co-creation in theatre. Leading by example, we want to ensure that the communities we work with not only have their stories represented on stage but there is more diverse representation in the arts and in our company.

Brighton People’s Theatre is currently undertaking a conversion from a Community Interest Company (CIC) to a Community Interest Organisation (CIO) and is awaiting Charity Registration. We expect this to be in place before new Trustees come on board. Our non-executive Board is responsible for:

* setting policy
* ensuring sound financial management
* securing the future of the Company through advice on fundraising and networking with senior policy makers
* appointing senior staff
* supporting the senior staff in their activities

We are keen to recruit Trustees with the any of the following areas of sector experience:

* **HR & Organisational Development**- with experience of power sharing models in the Arts or Third Sector
* **Professional Theatre Expertise** – experience of co-creation and/or National perspective of theatre
* **Legal** –a current gap in knowledge and skills on the Board
* **Digital** – enabling inclusion using digital platforms, this could be from marketing to programming
* **Community Organising** – ideally based in one of the following areas: Portslade, Bevendean & Moulsecoomb, Whitehawk, Tarner

Brighton People’s Theatre is committed to diversity and inclusion. We welcome interest from all sectors and backgrounds and particularly welcome applications from those identifying as working class.

This pack includes:

1. Overview of Brighton People’s Theatre
2. Role overview
3. Recruitment Process
4. Equal Opportunities Monitoring Form

We will run the recruitment as a rolling process, as soon as we have the right mix of candidates we will undertake interviews and confirm appointments, we are looking at applications on a monthly basis. We hope that this pack will help with any questions you might have about the application process.

However, if you have any further queries, please email Marina Norris, Exec Director (Marina@brightonpeoplestheatre.org)

Many thanks for your interest in Brighton People’s Theatre.

**Jo Royce**

**Interim Chair**

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**Brighton People’s Theatre**

**What do we do?**

Brighton People’s Theatre (BPT) was set up in 2017 with the aim to build a theatre company for the city, led by people of the city; particularly those who don’t traditionally engage with theatre. In 2015 The Warwick Commission stated that the wealthiest, best educated, least ethnically diverse 8% of the population are the main producers and consumers of publicly subsidised theatre. **We are focused on the 92%.**

Our vision is for a society where everyone who wants to can make and enjoy theatre. We believe the power of the arts can transform lives, build communities and improve wellbeing.

We want to diversify the voices making theatre, and the audiences consuming it, we prioritise our resources on working in areas of high socio-economic deprivation in the City. Co-creation is at the centre of our work, we respond to the communities we work with and aim to build a company that is inclusive.

We partner with fantastic arts and community organisations including Trust for Developing Communities, Brighton Dome and Festival, Theatre Royal Brighton and Attenborough Centre for Contemporary Arts.

We have three main strands of activity to our work:

## Behind the Stage Doors

We offer workshops and experiences to increase knowledge of theatre, and its impact across our community. From hands-on theatre-making workshops to lunchtime pizza and a play readings.

**Taking Centre Stage**

Our productions place relevant, contemporary stories co-created with communities at the centre of theatre production in Brighton and beyond.

**Smoke and Mirrors**

Our research aims to discover and share more about the relationships held with contemporary culture by people from across different socio-economic backgrounds. We also evaluate our own ways of working and share this to encourage wider learning.

If all the world’s a stage, then theatre is for everyone. Curtain up. Come and play.

**Our Values**

## BPT is OPEN; We work with anyone who has an interest in theatre but prioritise working with people who have the fewest opportunities to engage.

## BPT is INCLUSIVE; We believe artistic expression has intrinsic value in all its forms. Our inclusive and friendly approach allows new ideas to emerge and be taken forward.

## BPT is COLLABORATIVE; Making art takes great courage, especially for someone taking their first creative steps. Our open approach allows bold ideas and thoughts to emerge naturally and then be explored and taken forward together.

## BPT is CELEBRATORY; We value the everyday, amplify diverse voices and work together to create moments of collective joy.

## BPT is TRANSFORMATIVE; We create and champion bold work which challenges imbalances of power and enables people to develop individual and collective agency.

## BPT is RELEVANT; We create and champion theatre that is socially engaged and relevant to people’s lives.

**Current activity**

We have been awarded funding from the Paul Hamlyn Foundation to expand our workshop programme across Brighton & Hove and undertake organisational development work. We will:

* Expand our current workshop programme to 6 weekly workshops across the City
* Run regular play readings and theatre clubs
* Reach over 100 people a week by the end of 2021
* Test and evolve our co-creative practice in both theatre workshops and in how we develop the organisation
* Establish an organisational structure that has capacity to grow; evolving our systems, policies and ways of working
* Increasing our fundraising and diversifying our sources of income
* Transfer from being a Community Interest Company to a Community Interest Organisation
* Increase the capacity of our Board, including recruiting new members
* Work in partnership with arts and community development organisations within the City and beyond to increase our reach and impact for our members

We are also fundraising to undertake the Research and Development of a new production for the company.

1. **Role overview – Trustee**

**Principal duties**

* To attend and contribute to four Board meetings, subcommittee meetings if applicable, and up to one Away Day per year
* To approve the Organisation’s Plan, including overall objectives and budgets while delegating implementation to the staff
* To understand the legal and financial responsibilities of Board Members (see below) and to carry out these responsibilities of monitoring and decision-making
* A willingness to contribute to the fundraising targets of the company annually, which could include, attending fundraising events, introductions to potential individual or corporate supporters or a personal donation within his or her means
* To support the Artistic Director’s vision, and to provide critical oversight with regard to the practical and financial implications of the artistic programme.
* To attend BPT performances as often as possible
* To support the staff in their activities through attendance at key events and meetings
* To use professional and arts networks for the benefit of BPT
* To contribute to the recruitment, appointment and appraisal of the organisation’s senior staff

**Legal & financial duties**

* To act with honesty and good faith in the best interests of the Company
* To ensure that the Company acts at all times within the aims set out in the constitution and in accordance with the conditions laid down by any provider of funds or grants
* To ensure that there is no misapplication of any Company property and that all assets of the Company are used for the benefit of the Company
* To avoid a conflict of interest.  A Board Member is under a duty to disclose the nature of any interest which or she has in any contract to which the Company is a party
* To ensure that the organisation operates within the limits of its financial resources, actual and expected

**Other duties**

* To exercise care, diligence and skill in the execution of Board Member duties i.e. that degree of skill which may reasonably be expected from a person of his/her knowledge and experience
* To ensure that the organisation complies with the requirements of the Charity Commission and other relevant legislation, e.g. Health and Safety Regulations

**Sub-Committees structure**

* On occasion, Sub-Committees will be created in response to organisational need

We are looking for Trustees who:

* Have enthusiasm for BPT, its artistic work, mission and values
* Have a commitment to diversity and inclusion
* Are strategic and creative thinkers
* Bring good, independent judgement
* Can offer specific expertise and knowledge in relevant fields
* Have good communication and interpersonal skills
* Work effectively as a team member, with respect for others
* Are respected and trusted by other Board members
* Act with impartiality, fairness and confidentiality
* Are not afraid to speak their mind – with tact and diplomacy
* Have the ability to advocate for the organisation
* Have a willingness to learn new skills
* Can commit to the time required and effort into the role
* Understand and accept the legal duties and responsibilities of the role
1. **Terms of Service**

We request a three-year initial Term of Service, renewable by the re-election process outlined by Brighton People’s Theatre’s Memorandum & Articles. The maximum Term of Service, is two consecutive terms, or a period of six years, at which time a Board Member must take a break of one year before being re-elected.

**Non-attendance of Board Meetings**

Brighton People’s Theatre holds quarterly Board meetings and where possible one annual away day (attended in person or via a digital platform). Regular attendance at Board meetings is the best way to keep abreast of developments in the company. If a Board member is not able to attend for two consecutive meetings the Chair will discuss with the Board member whether they feel able to continue in their role and contribute to the development of the company.

**Pay and Perquisites**

Board Members of organisations having charitable status may not receive a salary, fee or other form of remuneration for any of their services to the charity unless agreed by the Board for specific services. This does not, however, affect reimbursement for a Board Members reasonable and proper out-of-pocket expenses as agreed with the organisation.

**Tickets to performances**

Board Members are expected to pay for their tickets to Brighton People’s Theatre performances, except where the Board member is expected to attend an event and support the company by fulfilling networking duties.

**Time Commitment**

* The full Board meets quarterly, plus one Away Day.
* Sub-Committees may meet in addition to this commitment.
* Board members may act as a lead on a subject area and therefore there may be online meetings with staff to offer support and guidance.
* Enquiries from senior management are emailed out to individuals, or the whole Board, on a semi-regular basis and Board Members are expected to respond swiftly.
* It is hoped that Board members will see as much of Brighton People’s Theatre work as possible each year, and attend events when their schedules allow.

**Board Giving**

Board diversity is the key priority at Brighton People’s Theatre: access to the Brighton People’s Theatre Board will never be withheld if an appropriately skilled candidate cannot support the charity philanthropically. As we encourage donations from audiences and participants we also encourage Trustees to make donations on a Give What You Can basis if possible. This will be a personal decision, and support is expected only at a level appropriate to each individual’s means. No donation is too small, it is the act of support that we encourage.

**Development of Board Members**

We can support Board members with training and can provide a ‘Board Buddy’, in particular for those who have not had experience of being a trustee before.

**Memorandum and Articles of Association**

These role overviews should be read in conjunction with Brighton People’s Theatre Memorandum and Articles of Association (available from the Executive Director), as it sets out the legal status of the company.

The Articles of Association (along with the Memorandum of Association) govern the working of Brighton People’s Theatre. They set out important information in relation to members and directors, how the company acts in general meeting and the types of decision it makes, and how communication takes place.

12 is the maximum number of Members and Directors that Brighton People’s Theatre can have. There must be no fewer than three directors (and therefore members). The quorum needed for a meeting is two members. All of the directors may, however, pass a resolution to the effect that it is in the best interests of the company for the maximum term to be extended or waived.

Directors can resign at any time.

A Director must also vacate the office if they become disqualified to act as a Director or Trustee, or are removed from office by the company. At the first meeting of each year one third of the Directors must resign, but are eligible for reappointment up to the six-year term mentioned above.

The powers of the company are exercised by the Directors who manage the business of the company which is generally delegated to the executive team. The Directors set the strategy for the company in consultation with the executive team and do need to consider accounts, elect the directors and appoint the auditors. On the financial management of the company the Directors need to consider whether the accounts reflect a true and fair view of the financial state of the company and whether the company is a going concern.

Business is generally conducted at meetings by a show of hands with each member having one vote unless a poll is demanded by the Chairs or at least two members. The Chair has the casting vote if needed.

1. **Recruitment process**

This is an open rolling recruitment process, being delivered by Jo Royce(Chair), other Board Members, alongside Naomi Alexander (Artistic Director/Co-CEO) and Marina Norris (Executive Director/Co-CEO).

Candidates are asked to submit a current CV and an expression of interest (up to 500 words) for a Trustee position – to Marina Norris at Marina@Brightonpeoplestheatre.org applications are reviewed monthly.

Interviews will be held, with the view to inviting successful candidates to observe a subsequent Board meeting, formally joining the Board by January 2022. We will continue to recruit Board Members on an ongoing basis until we have 4 spaces filled.

If you would like to have an informal conversation about this recruitment, please contact Marina Norris, who can either answer questions directly or arrange for a call with a member of the Board. If you require access support please contact us.

*Please complete an Equal Opportunities Monitoring Form. The form is anonymised and will only be used for data monitoring around recruitment.*