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**BOARD MEMBER RECRUITMENT PACK**

Thank you for your interest in joining the Board of Trustees of Sydenham Arts. This pack will provide you with all the information you need to know about Sydenham Arts and the role of becoming a Board Member, plus information about our application process.

We are looking to strengthen our Board of Trustees and are looking for enthusiastic candidates with a diverse range of skills and experience, particularly in these areas:

* Income Generation/Fundraising
* Digital Media
* Business, Commerce and Financial Skills
* Connections to Sydenham/the surrounding area and willingness to attend events

We are looking to recruit general Trustees on a rolling basis including Trustees who would be able to step into the Treasurer role in the future.

We are an equal opportunities organisation and particularly encourage applications from candidates with protected characteristics[[1]](#footnote-1).

**About Sydenham Arts**

Sydenham Arts is a registered charity providing arts activities, programmes and events all year

round. Our mission is to 'provide, promote and advance the arts for the benefit of the public, particularly people who live, work and are educated in Sydenham and surrounding areas'. We see the arts as a cultural and social driver, which not only provide entertainment but can educate and enlighten communities, bringing them together to celebrate, rally to cultural causes, enjoy new experiences, and appreciate the diversity and cultural vibrancy surrounding us.

We are committed to providing a platform for emerging, local artists and introducing high-quality, established artists to the area. Between 2009 and 2018, we staged yearly festivals in July, embracing every art form (as Sydenham Arts Festival). In 2018, we moved from running an annual festival to year-round programming.

In 2023, Sydenham Arts appointed a new Chief Executive/ Artistic Director, Sheree-Marie Abraham, to steer the charity towards further innovative programming and sustainability. Sydenham Arts emerged from the Covid-19 crisis in a strong position, with newly invigorated digital outputs and programmes. We are keen to continue to build on and develop our successes.

Our vision for current and future programming is to promote further diversity and equality across all aspects of the arts, both in the artists with whom we work and our audiences. We aim to represent, support and respond to the diverse communities of Sydenham and South East London through arts and creativity; and to respond to crucial moments of universal significance, including the Climate and Cost of Living Crises.

Over the past year, we introduced new and exciting programming, including *START: Creative Futures*, our innovative platform supporting young creatives into the industry, and *StreetSmART*, delivering new approaches to improving women's safety through creative programming and projects.

**What we do**

We deliver a range of projects and programmes that respond to and provide for our local community. Including performances, concerts, gallery shows and public art trails, our projects span the combined arts, embracing music, dance, poetry, spoken word, visual arts,

children's events, workshops, comedy, film, theatre, and everything in between.

We strive to provide a variety of free arts activities and events alongside ticketed events to allow greater access to the wider community. Examples of our recent work include:

**Moving with Parkinson's** - a dance and movement-inspired project for people with Parkinson's, exploring movement and flexibility through creativity, providing wellbeing and physical health benefits.

**Artists Trail 2023** - our popular annual artists trail around Sydenham includes exhibitions, private view events, open houses, workshops and demonstrations, and artists' takeovers, and features over 100 visual artists across 40 venues.

**START: Creative Futures -** a comprehensive new programme supporting young creatives (aged 18-25) to gain access to work, opportunities, skills and mentoring. The programme provides 40 to 60 young people with access to professional skills workshops, one-to-one mentoring, and the opportunity to receive a microgrant to develop a project alongside Sydenham Arts as part of our creative programme.

**Winter Welcome –** now in its second year, this initiative responds to the cost of living crisis by providing a warm and friendly space and free refreshments, tea, coffee, and toast. Each week, a different artist presents a workshop for people to participate in. The inaugural 2022 programme was very successful as one of the most frequently used warm spaces within the broader Lewisham initiative.

The local community of businesses and organisations is central to our work. Our collaborators have included: Ignition Brewery; The Canvas, Leo Cafe, Sydenham; Sydenham Garden; Youth First (formerly TNG Youth Centre); The Dolphin; On the Hoof; Kirkdale Bookshop; Seniors, Adamsrill & St Bartholomew's Primary Schools; EnSEmble26; Sydenham High; Sydenham School; Forest Hill School; Sydenham Society; St Christopher's Hospice; Westwood Care Home; Castlebar Care Home; Friends of Mayow Park; Brown & Green Café; Sydenham Community Library; The Poodle Club; Montage Theatre Arts; Lewisham Council Cultural Department & LLBC Team and The Albany, Deptford.

We are also sponsored by and partner with Property World for some of our core programmes.

**Our Board of Trustees**

**Sydenham Arts Board of Trustees (Nov 2023)**

Jemilla Olufeko Chair In-House Legal Counsel

Stephanie Wilson Vice-Chair Head of Culture, Leisure & Libraries

Helen Manley Treasurer Chief Financial Officer

Jan Stockwell Civil Servant (retired)

Barbara Morse Head Teacher (retired)

Isabel White Fundraising Consultant / Poet

Ioanna Papageorgiou Financial Services / Film Critic

Rachel Scott Head of Marketing

Nitesh Patel Practising Artist

By joining our Board, you will be part of a dedicated team actively guiding the charity to promote the arts and culture throughout Lewisham and supporting the arts sector on a wider scale. You will be committed to contributing to the charity's leadership, helping to promote sustainability, and developing strategies to support Sydenham Arts' work in providing the arts for the benefit of our community.

We are committed to providing Board Members with the advice, support and training required to fulfil their role to the best of their ability.

We are also happy to have a conversation with potential applicants in advance of submitting an application if you are unsure whether the role is right for you. You can contact us using the details in the role description below.

Good Luck, and we hope to hear from you soon!

Jemilla Olufeko, Chair

Sydenham Arts

**Sydenham Arts Board of Trustees**

**Board Member Role Description**

**Led By:** Chair of Trustees

**Salary:** Voluntary, Unpaid (Reasonable expenses as appropriate, reimbursed)

**Commitment:** 4-6 Meetings/Year incl. Away Day, plus additional meetings if necessary

**Length of Service:** Trustees are appointed for an initial term of 3 years. Board Members can

be re-appointed for 3 consecutive terms, up to a maximum of 9 years.

# Main Purpose of the Role

**Board Members**

As a Board Member, you will be expected to:

* Make sure Sydenham Arts complies with its Articles of Association and pursues the objects defined in it.
* Make sure Sydenham Arts complies with charity law, employment law and other relevant legislation or regulations.
* Make sure Sydenham Arts remains financially viable, scrutinising and approving accounts with the Board of Trustees.
* Contribute to the Board's role in giving firm strategic direction and setting overall policy.
* Make sure the Board defines goals and sets targets for the organisation, and ensure performance is evaluated against targets and with due diligence.
* Promote the work of Sydenham Arts and protect its high standing in the community.
* Make sure that operational, management and administrative processes are effective and efficient.
* Appoint the Chief Executive/ Artistic Director and other senior staff as relevant, monitor progress, and provide strategic support in areas of expertise.
* Commit to championing increased diversity and inclusion across the work of the charity.
* Sit on appraisal, recruitment and disciplinary panels as required.

Board Members are also expected to extend their access to specialist knowledge and expertise, which can help further the aims and objectives of Sydenham Arts and its work.

# Essential Attributes, Skills and Experience

# Essential Attributes:

* A Commitment to Sydenham Arts, its work, and values
* A desire to support the charity to grow and thrive
* A willingness to commit the time to support Sydenham Arts as per this role description
* A commitment to the Nolan Principles underpinning public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
* A commitment to equality and diversity in all aspects

**Desirable Skills and Experience:**

* Strategic planning and vision
* Sound and independent judgement
* A knowledge of the combined arts/arts sectors
* A knowledge of the charity and non-profit sector/transferable knowledge
* An understanding of micro and small organisations
* An understanding of the legal duties, responsibilities and liabilities of charity trusteeship.
* Leadership and management skills

**Trustees will be expected to have skills / experience in some (but not all) of the following areas:**

* Setting targets, monitoring and evaluating performance and progress
* Fundraising/Development
* Commissioning and delivering sustainable services
* Marketing, digital and new media, IT
* Employment and training (including HR)
* High quality artistic practice
* Legal, including Charity Law
* Networking & alliances / brokering partnerships
* Enhanced knowledge/expertise in Diversity and Equality practice
* Local community services and charitable connections

**Sub Committees**

We are investigating the introduction of subcommittees. These subcommittees will meet on specific, focussed issues to report to main Board meetings. As a Board Member, you will be expected to sit on committees as appropriate. These may include:

The **Programme and Development Sub-Committee:** to discuss, scrutinise and develop the core artistic programme and day-to-day front-facing operations of the charity. The committee will also be responsible for discussing and assessing fundraising and development opportunities for the charity.

The **Administrative and Finance Sub-Committee:** to examine Sydenham Arts financial position, including annual reconciliation and preparation of accounts. The committee will also focus on issues surrounding HR business-related issues and legal responsibilities.

**Application Process**

Sydenham Arts is committed to an open and accessible application process.

All applicants must complete the **Personal Information and Skills Audit Form**, **Equality and Diversity Form** andattach their **Current CV**.

In addition, please attach **one** of the following:

1. **Completed Additional Information form** (which includes a written statement of why you think you are a suitable candidate in reference to the Role Description and your relevant experience).
2. **A voice recording, up to 4 minutes,** explaining why you think you are a suitable candidate in reference to the Role Description and your relevant experience.
3. **A video of yourself, up to 4 minutes,** explaining why you think you are a suitable candidate in reference to the Role Description and your relevant experience.

We will be assessing applications on an ongoing basis and will contact you regarding the outcome of your application as soon as possible.

If you require this application form in a different format or have any access needs that would help you apply, please contact us (as below), and we will be happy to help.

**You can return your applications FAO Sydenham Arts Board, by email:**

**Email:** sheree.abraham@sydenhamarts.co.uk

If you would like to discuss any aspect of applying to the Board, please get in touch with Chief Executive & Artistic Director Sheree-Marie Abraham in the first instance, either by email above or by phone.

**Phone: 07883 016903**

**How your application is processed**

We will consider all applications and make decisions based on the information you provide. All applicants are assessed on their merit, and we will invite shortlisted applicants to an interview.

**DEADLINE FOR APPLICATIONS:** Rolling basis; applications reviewed as received.

**What Happens Next**

Following the application process, successful applicants will be invited to ‘sit in’ at the next appropriate Board meeting. This is an opportunity for you to ensure the role is what you expected, and an opportunity for you to observe the Board process, and the wider Board to meet applicants. The Board will then make a final decision, and providing there are no outstanding issues will vote to formally adopt new Board members.

**PERSONAL INFORMATION & SKILLS AUDIT FORM**

**Personal Information Form**

Please complete all sections of this form.

**Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Title |  |
| Address Post Code |

|  |  |
| --- | --- |
| Email  |  |
| Phone/ Mobile |  |

**Access requirements for Interview**

It would be useful to know if you have any access support needs for interview. Please indicate below. This information has no bearing on the recruitment process other than to facilitate interviews.

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**Criminal Convictions**

As this work is likely to bring you into contact with vulnerable adults and/or children, it may be necessary for you to have a Disclosure & Barring Service check prior to becoming a Trustee of Sydenham Arts. We will arrange for this check to take place and will cover all related costs. Please note that if you are unwilling to undertake this check, or there is found to be a concern with the result, it will not be possible for you to become a Trustee of Sydenham Arts.

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| Do you have any current convictions which have not been spent under the Rehabilitation of Offenders Act 1974? **Yes/ No**If yes, please give details:Please note that these will not necessarily disqualify you from carrying out this role.  |

**Eligibility – to qualify as a charity Trustee you must be:**

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| Aged 18 years or over at the date of this election or appointment;Capable of managing and administering your own affairs;Not have an unspent conviction relating to any offence involving deception or dishonesty;Not be an undischarged bankrupt nor have made a composition or arrangement with, or granted a trust deed for, any creditors (ignore if discharged from such an arrangement);Not be subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;Not have been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor be subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing you from being concerned in the management or control of any relevant organisation or body;Not be subject to a disqualification Order under the Criminal Justice and Court Services Act 2000;Not be disqualified under the Protection of Vulnerable Adults List. |

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| **If you think you may be disqualified, please give details in this box, in strictest confidence. Please note that if you are appointed to the Board of Trustees you will have to sign a separate eligibility declaration.**  |

**DECLARATION**

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| **Please note any false information given in this application will invalidate any resulting job offer.** |
| I consent to Sydenham Arts holding the data above and confirm to the best of my knowledge that the information given on this application form is true and correct and can be treated as part of any subsequent contract of employment: |
| Name …………………………………………………………………………………….Signature ……………………………………………..…………………………………Date …………………………………………………………………..………………….. |

**Sydenham Arts Trustee skill audit questionnaire**

Please mark X in the boxes which you feel most reflect your experience – you can add more details in the section below

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| --- | --- | --- | --- |
| Accountancy |  | IT |  |
| Administration |  | Insurance |  |
| Business Planning |  | Interviewing (incl. Experience) |  |
| Change Management/Restructuring |  | Legal |  |
| Charity Law |  | Local Area Knowledge |  |
| Company Law |  | Management & Management Systems |  |
| Complaints Procedures |  | Marketing (Including Social Media) |  |
| Conflict Resolution |  | Press/PR |  |
| Consultancy |  | Networking and Good Local Connections |  |
| Customer Care/Service |  | Other Digital Media |  |
| Diversity & Equality Practices |  | Practising Artist |  |
| Education (Arts) |  | Property |  |
| Employment Law |  | Research |  |
| Equal Opportunities |  | Risk Assessment |  |
| Financial skills, Business and Commerce |  | Strategic Planning and Training |  |
| Fundraising/income generation |  | Supervising Staff |  |
| Governance/Trustee Responsibilities |  | Training |  |
| Knowledge of the Arts |  | Volunteers Management |  |
| Health & Safety |  | Voluntary Section |  |
| HR |  |  |  |

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| **Please give further details if relevant:** |

**ADDITIONAL INFORMATION FORM**

Please complete the below form, **or** submit with your application one of the alternative forms of evidence (Audio or Video File).

**Personal Statement**

Please explain why you would like to apply for the voluntary position of Trustee of Sydenham Arts, and what you feel you could bring to the organisation and governing body. Please refer to the Role Description, as well as your own skills and experience. (No more than 2 Sides of A4).

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1. As outlined by the Equality Act 2010, Protected Characteristics are defined as: age, disability, gender reassignment, being married or in a civil partnership, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex, and sexual orientation. [↑](#footnote-ref-1)