

# Sydenham Arts.

## BOARD MEMBER RECRUITMENT PACK

Thank you for your interest in becoming a member of 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:

- Digital Media
- Income Generation/Fundraising
- PR & Marketing
- Business, Commerce and Financial Skills
- Legal & Professional

Sydenham Arts are currently in the process of reviewing our diversity and equality policy, our commitment to improving the diversity, inclusion and representation of our Leadership (Board) and staff team. We are an equal opportunities employer and particularly encourage applications from candidates with protected characteristics<sup>1</sup>.

### 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, in particular 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 a source of entertainment, but can educate and enlighten communities, bringing them together to celebrate, to rally to cultural causes, to enjoy new experiences, and to appreciate the diversity and cultural vibrancy that surrounds us.

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<sup>1</sup> As outlined by the Equality Act 2010, Protected Characteristics are defined as: age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, and sexual orientation.

We are committed to providing a platform for emerging, local artists as well as bringing in high quality, established artists to the area. Between 2009 and 2018 we staged annual festivals in July, embracing every art form (as Sydenham Arts Festival). In 2018 we moved from running an annual festival to year-round programming, and in 2019 delivered 38 multi-arts events, including outreach in schools, care homes and hospices.

In 2020, Sydenham Arts appointed a new Managing Director, James Hodgson, to steer the charity towards further sustainability and innovative programming. Sydenham Arts is now looking to build on the groundwork already established, and emerge from the Covid-19 crisis in a strong position, with newly invigorated digital outputs and programming to support the return of events with live audiences.

Our vision for future programming will look to promote further diversity and equality across all aspects of the arts, both in the artists we work with and our audiences, respond to key moments of universal significance including the Climate Crisis, and support the diverse communities of Sydenham and South East London across the arts. Sydenham Arts will look to be a driving force locally, responding the Arts Council's Creative Case for Diversity and Let's Create strategy, and Lewisham's upcoming year as London Borough of Culture 2021 (now 2022).

## **What we do**

We deliver a whole range of projects and programmes which respond to and provide for our local community. This includes performances, concerts, gallery shows and public art trails, and spans across 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 range of free arts activities and events alongside ticketed programme events, to allow greater access to the wider community. Examples of our recent programmed 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.

**Virtual Artists Trail 2020** - digitally reinterpreted from our popular annual artists trail around Sydenham, including virtual galleries and private view events, workshops and demonstrations and artists takeovers. Featuring over 150 visual artists.

**Creative Commissions** - Responses to lockdown and the 'New Normal', 3 commissioned projects plus one Lewisham supported commission. Projects include Poetry workshops for Young People of Colour, the Sydenham Arts Podcasts, a Wellbeing Project connected to Wells Park, and an Audio Art project 'Safe & Sound?' for Disabled People living in Lewisham.

The local community of businesses and organisations is central to our work. Our collaborators include: enSEmble26, Ignition Brewery, Sydenham Garden, Youth First (formerly TNG Youth

Centre), The Dolphin, On the Hoof, Kirkdale Bookshop, Seniors, Adamsrill & St Bartholomew's Primary Schools, 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 Cafe, Sydenham Community Library, The Poodle Club, Montage Theatre Arts, Lewisham Council Cultural Department & LLBC Team and The Albany, Deptford.

We are also sponsored and partner with Property World for our core programme. CKB Estate Agents sponsor our chamber concert series.

## **Our Board of Trustees**

### **Sydenham Arts Board of Trustees (Aug 2020)**

Jan Stockwell	Chair	Civil Servant (retired)
Barbara Morse	Vice Chair	Head Teacher (retired)
John Clark	Treasurer	Housing Assoc. Professional (retired)
Isabelle Robillard		Events Manager
Isabel White		Fundraising Consultant / Poet
Ioanna Papageorgiou		Financial Services / Film Critic
David Smurthwaite		Museum Manager (retired) and Author

By joining our Board, you will be part of a dedicated team which is actively involved in 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 leadership of the charity, 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 they need to carry out 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!

Jan Stockwell, 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 carry out the following duties:

- To make sure that Sydenham Arts complies with its Articles of Association, and that it pursues only the objects which are defined in it.
- To make sure that Sydenham Arts complies with charity law, employment law and other relevant legislation or regulations.
- To make sure that Sydenham Arts remains financially viable, scrutinising and approving accounts with the Board of Trustees.
- To contribute to the Board's role in giving firm strategic direction and setting overall policy.
- To make sure that the Board is defining goals and setting targets for the organisation, and that performance is evaluated against these targets with due diligence.
- To promote the work of Sydenham Arts and protect its high standing in the community.
- To make sure that operational, management and administrative processes are effective and efficient.
- To appoint the Managing Director / other senior staff as relevant, monitor progress, and provide strategic support in areas of expertise.
- To sit on appraisal, recruitment and disciplinary panels as required.

Board Members are also expected to extend their access to specialist knowledge and expertise in their possession which can help to 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 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:**

- 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

### **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** and attach their **Current CV**.

In addition, applicants are asked to 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 relation to the Role Description and your relevant experience).
2. **A voice recording, up to 4 mins**, explaining why you think you are a suitable candidate, in relation to the Role Description and your relevant experience.
3. **A video of yourself, up to 4 mins**, explaining why you think you are a suitable candidate, in relation to the Role Description and your relevant experience.

We will be assessing applications in September 2020, and will contact you regarding an outcome to your application thereafter.

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

**Email:** [james.hodgson@sydenhamarts.co.uk](mailto:james.hodgson@sydenhamarts.co.uk)

If you need to speak to someone, or would like to discuss any aspect of applying to the board, please contact Managing Director James Hodgson in the first instance, either by email above, or by phone.

**Phone:** **07920 852 502**

If you require any assistance with your application, or need this information provided in another format, please contact [james.hodgson@sydenhamarts.co.uk](mailto:james.hodgson@sydenhamarts.co.uk) and we will happily assist you.

### **How your application is processed**

We will consider all applications and make decisions based on the information you provide. All applicants will be assessed on their own merit. We will invite shortlisted applicants to an interview with members from the Nominations Committee.

### **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 working with 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 work with Sydenham Arts.

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 post.

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

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.

**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**

**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

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	
Finance	Strategic Planning and Training	
Fundraising	Supervising Staff	
Governance/Trustee Responsibilities	Training	
Knowledge of the Arts	Volunteers Management	
Health & Safety	Voluntary Section	
HR		

**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).