

## **Background**

After many years' service our Chair, Bridie Tobin will be stepping down. We are seeking an enthusiastic and dynamic individual to continue her legacy by becoming Chair of the Board of Trustees to support the company through the next stage of development.

Attic is an arts organisation which produces shows, workshops and creative events. Our mission is to make theatre projects with and for our local communities, and across south London. We aim to increase access to live theatre and make the benefits of creative education available to all.

We are currently in an exciting period of change and development with a thriving community programme and new commissions. We receive core funding from London Borough of Merton and project funding from the Arts Council and Wimbledon Foundation as well as a local corporate sponsor. We are a small company with a permanent team of 2, and a variety of freelancers employed on a regular basis.

The role of Chair is to provide direction and support to the joint chief executives, with regards to fundraising and development, business strategy, company policy and artistic aims as well as monitoring the efficient running of the organisation. We are looking for individuals who can offer their expertise, skills and networks to further the success of the company and scrutinise and advise on senior management decisions.

For an informal chat about the role please contact Victoria Hibbs, General Manager on 020 8640 6800, or Jonathan Humphreys, Artistic Director, on 07977448814

## **Chair - Attic Theatre Company**

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| Remuneration:    | The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed  |
| Location:        | South London (London Borough of Merton)  |
| Time commitment: | A minimum of 4 Board meetings per year. The Chair is also expected to have regular dialogue with the Chief Executives, and represent the charity at various events and meetings with key stakeholders. |
| Reporting to     | Board of Trustees (Executive Committee)  |

## **Job Description**

### **Objective**

The Chair will hold the Board and Executive Team to account for the charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and where appropriate, challenge the Chief Executives to ensure that the Board functions as a unit and works to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executives.

### **Principal responsibilities**

#### **Strategic leadership**

- Provide leadership to the charity and its Board, ensuring that the charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

#### **Governance**

- Ensure that the governance arrangements are working in the most effective way for the charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate
- Address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis

- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity

### **External Relations**

- Act as an ambassador for the cause and the charity
- Maintain awareness of changes in key external influences
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency and effectiveness**

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executives to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

### **Relationship with the Chief Executives and the wider management team**

- Establish and build a strong, effective and a constructive working relationship with the Chief Executives, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Chief Executives, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executives and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executives to maintain an overview of the charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executives in consultation with other Trustees
- Ensure that the Chief Executives have the opportunity for professional development and have appropriate external professional support

### **Additional information**

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

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## **Person Specification**

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:-

### **Personal Qualities**

- Demonstrate a strong and visible passion and commitment to the company, its strategic objectives and cause
- Personal gravitas to lead a third sector organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the company
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

### **Experience**

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

### **Knowledge and skills**

- Broad knowledge and understanding of the sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

### **Terms**

The charity's Chair (and board members) will serve a three-year term to be eligible for re-appointment.

In addition to chairing the main Board meetings, the Chair has the right to attend the three sub-committees, which all meet quarterly.