

## Background

We are seeking an enthusiastic and dynamic individual to join us as Trustee to support the company through its 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 communities 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 underway. 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.

Whilst we welcome expressions of interest from all candidates, we are particularly keen to hear from applicants with the following experience:

- Human Resources
- Safeguarding
- Community engagement

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

## **Trustee - Attic Theatre Company**

Remuneration	The role of Trustee 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
Reporting to	Board of Trustees (Executive Committee)

### **Job Description**

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Attic fulfils its duty to its beneficiaries and delivers on its vision and mission:

#### **Vision**

To be a nationally recognised arts organisation at the forefront of exemplary new theatre practice which inspires audiences and participants in Merton and beyond

#### **Mission**

We create theatre projects with and for the people of South London

Our work has two strands:

- Work for: commissioning, introducing and producing exciting and accessible theatre which speaks to our local audiences.
- Work with: commissioning and running participation projects which nurture the creativity of ordinary people.

The statutory duties of a Trustee are:

- To ensure the organisation complies with its governing document - Memorandum and Articles of Association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

In addition with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

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

## **Trustee – Attic Theatre Company**

Person specification

Experience:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity
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Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive