



Craftspace seeks new Trustees

Would you like to contribute your skills to an arts organisation that transforms people's lives?

Would you like the opportunity to enhance your knowledge and advocate for the arts?

Craftspace is a leading creative producer and development organisation, pioneering approaches to engaging a diverse public with world class contemporary craft. We are recruiting six new trustees to join our dynamic team.

Please **download** the information pack for more information. We are seeking expressions of interest to this voluntary position by **12th October 2018**.

If you wish to discuss the role please contact:
our **Chair, Matthew Rhodes**

matthew.rhodes@camirus.co.uk

or

our **Director, Deirdre Figueiredo**

d.figueiredo@craftspace.co.uk

T: 0121 608 6668



Vacancy description



Andrew Omoding working in his studio for Radical Craft.
Photo: Trevor Marchand.

We are seeking trustees with skills and connections in one or more the following areas:

- Fundraising and development
- Social entrepreneurship
- Financial management and/or accounting
- Business strategy
- Creative practice
- Community development (voluntary and third sector)
- Youth engagement, services and policy
- Learning and participation (including Higher Education)
- Research, evaluation and impact measurement

All Trustees will be expected to:

- Contribute to the development of strategic direction and vision whilst monitoring delivery of existing plans
- Scrutinise and monitor finance
- Support fundraising strategies
- Advocate on behalf of the organisation
- Ensure compliance with the legal requirements of the Charity Commission, Companies House and all relevant legislation
- Work to avoid conflicts of interests and declare interests
- Evaluate the performance of the organisation and the performance of the board itself
- Enact our policy and procedures in relation to equality of opportunity and respect our code of conduct
- Attend and contribute to quarterly board meetings

Trustees will be involved in:

- Feeding into the business planning process and policy development to ensure
- Ensuring Craftspace is operating strategically
- Supporting the organisation to find new sources of income and feeding into the implementation of a fundraising strategy
- Building, strengthening and maintaining relationships with our core funders, donors and current or potential stakeholders
- Acting as a sounding board for our staff team and sharing knowledge in your area of expertise
- Bringing a range of connections from the wider artistic and business communities to grow our work, operating environment and partnerships

Key Information

- The basic time commitment from trustees is attendance at four meetings per year, plus an annual away day. There are occasional time-limited sub group meetings to address particular development needs or issues. We also encourage trustees to participate in training where appropriate.
- Board papers are sent in advance of meetings and preparation for discussion prior to the meeting is expected.
- Meetings are currently held at the Craftspace offices in Birmingham.
- The role of a trustee is voluntary and is not remunerated, but reasonable expenses will be paid.
- We believe it is vital that board members see and experience our programme and also encourage members to represent the organisation at networking and other events where possible.

Why Join?

Craftspace is a nationally significant organisation working with people in all walks of life. It's an opportunity to give something back to the community while meeting new people, learning new things and coming into contact with exceptional contemporary craft. This is an interesting time to join the board as Craftspace continues to develop its reputation and scope from a very strong financial, reputational and artistic base in the sector. We welcome applications from people seeking an introduction to working at board level and as non-executive directors, as well as more experienced candidates.

How to apply



Torch Chamber Arkestra by Carrie Fertig for Craftspace Curates. Photo: Joseph Potts.



Making Together, free workshops for families with young children.

Please send your CV together with a covering letter as an expression of interest.

In your covering letter please outline your interest in joining our board of trustees and summarise ways in which you feel you can contribute.

Please also complete and return our equalities monitoring form (for monitoring purposes only).

Please send your CV, covering letter and equal opportunities monitoring form to Deirdre Figueiredo d.figueiredo@craftspace.co.uk by **12th October 2018**.

The Process

Existing trustees will shortlist from expressions of interest received and invite individuals to an informal discussion in person with the Chair and Director. Following that our procedure is to invite potential new members to observe a board meeting before accepting a position on the board.

Craftspace is committed to equality of opportunity and places diversity, access and inclusion at the centre of our operation. We are particularly interested in receiving applications from potential trustees from culturally and ethnically diverse backgrounds or who would consider themselves to be disabled.