



Trustee Recruitment Pack

Established in 1994, Impact Arts is a national arts organisation whose vision is for a Scotland where people benefit from life transforming creativity that tackles inequalities and addresses poverty.

We transform people's lives through participation in creative activities and we use creative engagement to build people's confidence and empower them to achieve their potential.

Our strategic objectives are:

- Transforming lives by improving wellbeing
- Empowering people to improve their life chances
- Enhancing inclusive community connections
- Growing impact, people and profile
- Building sustainable foundations for the future

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have a core team of over 50 staff with 80 additional sessional artists working on services across Scotland with our Head Office in Glasgow and further bases in North Ayrshire and Edinburgh. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Scottish Government, CashBack for Communities, National Lottery Community Fund, Corra Foundation and a range of other local authorities and foundations and trusts.

Impact Arts has been through a period of significant growth & development over the last couple of years, launching our new social enterprise venue [The Boardwalk](#) in Glasgow's City Centre in March 2023. Looking to the future, we are hugely ambitious for the organisation and want to develop the impact we have across all the groups we work with. Our dedicated Board and Leadership Team are aware of the challenges that exist for people living in Scotland and are committed to the power of creativity in tackling these.

Equal Opportunities & Diversity

We are committed to building a Board that reflects the diversity of the people and communities that we serve and value the benefit of having different experiences and points of view amongst our



Trustees. We are actively trying to increase the diversity of our Board and therefore positively encourage candidates who are under-represented at Board level to apply for this post. We welcome all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

Impact Arts are committed to supporting people with no prior Board experience to apply to be a Trustee and will therefore offer suitable Governance training and support for Trustees, mentorship and/ or buddying with another Trustee for successful candidates. Trustees can attend Board meetings virtually to help remove barriers to participation.

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please do get in touch.

Company Values

As a team of people we share the following values:



Details of our Strategic Plan, Annual Reports and Accounts can be found here:

<https://www.impactarts.co.uk/content/about-publications/?cat=5>

Our Needs

Impact Arts is a leading Scottish creative social enterprise and registered charity. As such we are governed by our Board that comprises up to 13 Trustees. All Trustees including our Chair (Jim Sweeney MBE), are volunteers and from a range of backgrounds. As a result they bring a wealth of experience and skills to the role. In order to take the organisation forward, the Trustees wish to appoint the following:

- **2 x Trustees** to the Board
- **1 x Finance Co-optee** to our Finance & HR Committee (*meets 4 times/ year*)

- **Associates** who bring specialist skills and experience that helps to inform strategic decision making (*do not attend quarterly Board meetings but are invited to attend annual Strategy Days and occasional other thematic meetings with Trustees & staff*)

Trustee Responsibilities

- Accountable for the overall strategic leadership and direction of Impact Arts
- Championing and promoting the work of Impact Arts through their networks
- Overseeing the affairs of Impact Arts through efficient, effective and accountable governance
- Ensuring the organisation is professionally run, manages risk, operates strict financial controls and acts in accordance with its aims and objectives
- Upholding our core values

Trustee Duties

As a responsible charity, we take best guidance in upholding our duties and responsibilities as Trustees. The following link provides a full overview: [Roles & responsibilities - SCVO](#)

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance and Good Practice for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity trustees in Scotland. [v10_guidance-and-good-practice-for-charity-trustees.pdf \(oscr.org.uk\)](#)

Trustee Specification


Our Trustees will uphold and represent our purpose, vision, values and mission in a personal and professional capacity and will come from a range of backgrounds and relevant experience. Our current Board includes Trustees with a range of experiences including youth work, equalities, employability, mental health, social enterprise, placemaking, finance, HR and our youth Trustee with experience of Impact Arts' projects.

We have a Board skills matrix which helps to identify the mix of experience and knowledge on our Board and also highlights what gaps exist and what priorities we should have for future recruitment.

We are keen to ensure that our Board is representative of those we aim to support through our delivery and as such we particularly welcome applications from people with diverse lived experience to bring diversity of voice to our Board – being Black, Asian, Mixed Ethnic and/ or a person of colour, LGBTQI, living with a disability, care experience.

Previous Trustee experience is not essential and we are particularly keen to receive applications from Trustees with experience or knowledge of the following areas:

1. **Arts/ culture/ creative industries**
2. **Commercial/ hospitality/ events**
3. **Digital/ IT/ Technology**



In addition, the following skills & experience are beneficial:

- Innovative thinking
- Financial knowledge & understanding
- Ability to communicate effectively
- Collaborative team working
- Data analysis & interpretation
- Knowledge of or commitment to Charity Governance
- Leadership skills

This post is not remunerated however reasonable expenses are payable in line with our standard expenses policy.

The Commitment

The maximum number of Trustees is 13 and as a result we are currently looking to recruit 2 new Trustees.

Tenure is initially for 3 years (up to a maximum 3 terms of 3 years).

All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee.

All Trustees undergo PVG checks.

Profiles of our existing Board Trustees:

<http://www.impactarts.co.uk/content/our-people-board/>

The Board works closely with our Leadership Team:

<http://www.impactarts.co.uk/content/our-people-management/>

On average, each Board member would be expected to undertake the following each year:

- 4 x Trustee Board meetings held per annum commencing 6.00pm for approximately 2 hours duration plus preparatory reading in advance. (meetings held in person in Glasgow although option to attend virtually)
- 1 or 2 half day Board strategic planning meetings p.a.
- 1 x Annual General Meeting & Showcase Event
- 1 x annual appraisal meeting with Chair
- Occasional training as required e.g. equalities & diversity; Charity Governance; Safeguarding
- Attend Sub-Group Meetings as agreed. There is an expectation that Trustees will take Board ownership of one strategic theme and sit on one Committee. Current committees include Finance & HR Committee and short life working groups for Property and EDI have existed in recent years.
- Occasional focussed meetings between Board Meetings, as agreed.
- Engagement with our exhibitions and events which run throughout the year (Trustees are expected to attend at least 2 events p.a.)
- Fulfilling an ambassadorial role while meeting new contacts and networks

Trustee Recruitment – what you can expect to achieve in return

You will gain valuable networks through connections with other Trustees and the Impact Arts Leadership team.

You will develop your strategic thinking, business skills and financial understanding which are transferable to all future roles.

Ongoing support and mentoring will be available and the Chair of the Board will work with the appointed Trustee to conduct a training needs analysis at the outset of their tenure.

Ultimately, as a Trustee, you will be able to make a real difference to a vibrant, national arts organisation that aims to support many young people in achieving their potential.

How to Apply

We hope that you have found the Trustee Recruitment Pack informative and useful. To apply, please send a copy of your current CV and a supporting letter to jobs@impactarts.co.uk. Within the supporting statement section of your application (one page maximum), you should provide clear evidence of how you meet the requirements within the Role Profile. Please also outline your motivation and aspirations for the role in your supporting statement and whether you seek to apply for the role of Trustee, Co-optee to the Finance & HR Committee or Associate roles. Applicants who are unsuccessful in their application for the position of Trustee may be invited to join Impact Arts as an Associate.

To support the monitoring of our equalities & diversity work we would be grateful if you would complete our voluntary online equal opportunities form, available here: [Equal Opportunities Monitoring Form \(office.com\)](#)

For an informal conversation about this role with our Chair Jim Sweeney, please contact Fiona Doring in the first instance.

Deadline for submission of applications is:

9am on Monday 24th June 2024

Interviews to be held in Glasgow. Final dates to be confirmed but likely to be Wed 3rd and Thurs 4th July 2024

Privacy Notice

Information given in this application will be held and processed for Impact Arts Trustee recruitment purposes only. Applicant personal details are held electronically in locked folders and in the email accounts of those involved in the recruitment process. Access to this information is restricted to the recruiting panel, HR staff and any person called upon to advise the panel during or in consequence of that recruitment process (for example lawyers or HR advisors). Paper copies are held in locked filing cabinets.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and stored confidentially for the duration of your tenure and 6 financial years following the financial year in which your tenure ends.

For those applicants who are unsuccessful, paper application forms will be shredded and electronic copies deleted 6 months after the appointment is made. This is to allow time for unsuccessful candidates to contest the decision made by the interview panel in a legal claim and to receive feedback on their application or interview.

Trustees should be aware that we are required to share your personal information (if appointed to the Board) in the following ways:

- As a Company Limited by Guarantee, we must register Trustees as directors with Companies House
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)
- With Disclosure Scotland as all trustees are required to undergo a Disclosure check once appointed

By submitting your application, you consent to Impact Arts processing your data as described. Should you wish to withdraw consent at a later date or discuss how we have handled your data, you can make contact with the Data Protection Officer for Impact Arts on 0141 575 3001. Should you wish to complain about how we have processed your data at any time you should do so to the Information Commissioner's Office.