

ARTSPACE



LIFESPACE

c/o The Island, Nelson Street, Bristol BS1 2BE

T: 0117 3763 457 E: info@artspace.uk

Website: artspace.uk Social Media @artspaceuk

Artspace Lifespace (ASLS) is a charity registered in England & Wales Reg No 1168150)

Artspace Lifespace – Trustee Recruitment

Artspace Lifespace is a Registered Charity (No: 1168150) that transforms properties into thriving creative resources. We work in partnership with artists, building owners, property developers, local councils, other local organisations and with communities to secure and re-cycle interesting, unusual and often difficult buildings as vibrant multi-use art venues.

The Role of Trustees

The role of the Trustee is a voluntary role. The Trustees are responsible for ensuring that the organisation operates to standards set by parliament and the Charity Commission. Trustees take ultimate responsibility for the work that the organisation does, and the way in which it spends money raised by the charity through income and donations to achieve its aims. The Trustee's are responsible for the strategic direction of the charity, agreeing plans and budgets, and holding the Company Manager to account for the delivery of the plans.

As a volunteer role, charity trustees are not paid but reasonable expenses incurred whilst carrying out their duties as a trustee of the charity will be considered for reimbursement including the reasonable costs of dependent care (provided that it is agreed in advance) or the costs of communication support or other facilities for a trustee with a disability.

Commitment

Our full board meets virtually normally 4-6 times a year. While we hope to have the opportunity to meet face to face again in the future via hybrid meetings, currently meetings are predominantly held by zoom. The staff team meet online quarterly and board members rotate having a presence at these staff meetings. Our Company Manager or other Staff may seek to consult with you on your particular expertise outside of these board meetings on a 1-2-1 basis.

You may be invited to represent Artspace Lifespace at meetings, attend our project launches or key exhibitions and events such as Doors Open Day or work alongside staff at events and receptions.

The time commitment to the charity is approximately 30 to 50 hours per annum. The role of the Chair of the Trustees (rotates annually) and Treasurer supports the Company Manager and Finance Officer with more frequent communications and support.

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Key Responsibilities

With other Trustees to hold Artspace Lifespace 'in trust' by

- Ensuring that Artspace Lifespace has a clear vision, mission and strategic direction, and is focused on achieving these
- Ensuring that Artspace Lifespace complies with all legal and regulatory requirements
- Acting as guardians of our assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that Artspace Lifespace governance and performance is of the highest possible standard
- To work in partnership with other trustees, the Company Manager and other senior staff.

Duties

1. To agree the vision, mission and strategic plan for the charity based on the needs of the studio holders, visitors, and staff
2. To ensure that the operational plan and budget reflect the agreed strategic direction and are appropriate
3. To agree the measures for objectively monitoring the progress of the charity towards its strategic goals
4. To monitor the achievement of Artspace Lifespace against the key measures from the operational plan and budget
5. To hold the Company Manager accountable for the achievement of the organisations goals, and provide them with regular, constructive feedback on both management and overall achievement
6. To agree the charity policies and ensure that they will assist in the achievement of the strategic and operational plans
7. To ensure that the charity has satisfactory financial control systems and procedures, and to review the level of risk annually
8. To safeguard the charity's reputation, and other intangible assets
9. To reflect annually on the Board's performance and your own performance as a trustee and participate in the AGM.

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Tasks

1. To participate in an annual strategic planning workshop
2. To attend trustee meetings (every three months), read relevant papers and be prepared to make a contribution
3. To support the staff when requested, sharing expertise, as a member of a working group or in other appropriate ways
4. To be prepared to act as a spokesperson for Artspace Lifespace when asked by the Company Manager, and to work within an agreed brief
5. To attend events as an ambassador for Artspace Lifespace, to network and promote the work of the organisation
6. To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate

Advisory Team

In 2022 we wish to set up an Advisory Team, a team of experts who can provide independent voluntary advice and support to the charity. Unlike a board of directors, the members of an advisory board or team are not authorised to act or make binding decisions on behalf of the organisation and they do not have any fiduciary responsibility.

Purpose of the advisory team

The members will provide expert and objective advice to the charity, challenging and scrutinising key issues in a supportive way and provide a sounding board to the Company Managers and Trustees. The advisory team makes recommendations and provides information and materials to the board of directors.

Responsibilities of advisory team members

The advisory team's tasks and powers are delegated by and subject to the direction and control of the board of directors.

Meeting frequency: Quarterly

Intended duration of the advisory board: 2 years

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How to Apply to be either a Trustee or join the Advisory Team:

Please send a CV and covering letter stating:

- Why you are interested in applying for the role?
- How your skills and experience are relevant to the role?
- How you can add value to the board and:
- any other relevant information.

Email the Chair of Trustees Anthony Elliott: anthonyelliottart@gmail.com with the subject *Artspace Lifespace Board Recruitment* and feel free to arrange an informal chat to find out more.



Equality & Diversity Monitoring

Artspace Lifespace wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, be stored securely and limited only to staff with responsibility for Human Resources.

What is your postcode? _____

Gender? Female Gender Non-Conforming Male Non-binary/genderqueer/agender/gender fluid Don't know Prefer not to say

If you prefer to use your own term, please specify here

Do you consider yourself to be a trans person? Yes No Don't know Prefer not to say **If you identify as trans, are you comfortable being open about your trans status? (tick as many answers as apply)** At home with colleagues with your manager At work generally

What is your relationship status? Prefer not to say Cohabiting Civil Partnership Married Separated, divorced or partnership dissolved Single Widowed or a surviving partner from a civil partnership

Age 16-24 25-29 30-34 35-39 40-44
45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box if preferred but as we don't all fit neatly into boxes, feel free to self-describe:

Asian/Asian British

Bangladeshi Chinese Indian Pakistani Prefer not to say

Any other Asian background: _____

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background: _____

Mixed/multiple ethnic groups

White and Black African White and Asian White and Black Caribbean Prefer not to say Any other mixed background: _____

Other ethnic group

Arab Prefer not to say Any other ethnic group: _____

White

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British Gypsy or Irish Traveller Irish Northern Irish

Welsh Scottish Prefer not to say

Any other white background: _____

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition and what adjustments would help enable you to do you work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if an applicant.

What is your sexual orientation?

Bisexual Gay woman/lesbian Gay man Heterosexual

Prefer not to say

If you prefer to use your own term, please specify: _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh Don't know Prefer not to say Other spiritual, religion or belief: _____

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share Flexible shifts
Compressed hours Homeworking Prefer not to say Other: _____

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18) Primary carer of disabled child/children Primary carer of disabled adult (18 and over) Primary carer of older person Secondary carer (another person carries out the main caring role) Prefer not to say

What was the occupation of the main/highest income earner in the household when you were 14?

Modern professional occupations Clerical and intermediate occupations Senior managers and administrators
Technical and craft occupations Semi-routine manual and service occupations Routine manual and service occupations Middle or junior managers Traditional professional occupations Short term Long term unemployed Retired Prefer not to say Other

Thank you for completing this Questionnaire