

The FRIENDS OF THE PRINCESS Charitable Incorporated Organisation CIO TRUSTEE Job Description

HISTORY:

Burnham on Sea and Highbridge Town Council currently run The Princess Theatre and Arts Centre. They are about to adopt a new Business Plan and Artistic Strategy for the space which will take it into the future with a more sustainable outlook.

The Friends of the Princess, originally set up as an unincorporated community group to support and raise funds for the theatre, have also adopted this outlook and taken the decision to create a Charitable Incorporated Organisation (foundation model) to support the new vision for The Princess.

This is an exciting time for The Friends of the Princess as we take on our new structure. We require at least three Trustees to incorporate the CIO and develop our role for the future. We are specifically looking to recruit a Chair and Trustees who have a passion for the arts with significant experience in either; finance, fundraising and successful bid writing, education or charitable law.

Charitable Object:

The advancement of education and community cohesion for the public benefit through the promotion and encouragement of the performing arts, the creative arts and the visual arts by such means as the directors shall think fit, with particular reference to (but without limitation) The Princess Theatre and Arts Centre, Burnham on Sea and the County of Somerset.

Our Vision:

To support The Princess Theatre and Arts Centre in their provision of superior theatre and arts experiences which will enrich, entertain and educate the residents of Burnham on Sea and Somerset by the means of raising funds for, but not exhaustive of, its activities, operations and capital costs.

Trustee Purpose:

- To uphold the vision and charitable objects of The Friends of the Princess and be collectively responsible for supporting The Princess Theatre and Arts Centre in accordance with The Friends of the Princess constitution, legal and financial obligations.

Principal Responsibilities:

- Support the strategic direction of The Princess Theatre and Arts Centre set by the Princess Management Committee and the Business Development Officer.
- Uphold the Vision and Objects of The Friends of the Princess.
- To regularly attend, prepare for and fully participate in General and Extraordinary Board meetings, contributing particular expertise where relevant.
- To be an Ambassador for The Friends of the Princess, promoting and representing the organisation to external contacts and bodies and at events.
- To participate in fundraising activity which will include introducing individuals, businesses and other Trusts who are willing and able to support The Friends of the Princess.
- Participate in any Training & Development as identified by the Chair of the Board.
- Complete Annual Appraisal forms and update Board Skills Matrix.
- To comply with the CIO's constitution together with any policies.

Board and committee meetings will generally be held in early evening at The Princess Theatre but some work may have to be conducted in normal working hours.

Appointment Terms

4/3/2 Year Terms available (initially expected to serve two terms, with option to extend)

Voluntary Position

Commitment of up to 1 evening per month

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • An understanding of the context in which The Friends of the Princess operates • Ability to analyse financial and other information, make sound judgements, appraise performance and manage risk • A commitment to The Friends of the Princess and its role in the development of the arts at The Princess Theatre • Ability to define, communicate and implement vision, policy and strategy • Proven ability to network, establish and maintain new and existing relationships • Experience of motivating staff • Excellent interpersonal skills • Committed to accessibility and equality of opportunity for all 	<ul style="list-style-type: none"> • Experience of working with the charitable sector • Experience of sourcing public and private funding and donor cultivation • Experience of being on a Board, in the private sector or charity • Experience of managing strategic changes, cultural change and major projects • Experience of working in a finance setting • Experience of planning, managing and controlling budgets

Please submit a covering letter explaining why this opportunity appeals to you and what experience, skills and knowledge you would bring to The Friends of the Princess as a Trustee, along with a copy of your CV and a completed Diversity Monitoring form by email to: bdo@theprincesstheatre.co.uk

The closing date for applications is: Friday 6 December 2019 12pm.

Interviews will take place: Week beginning 16 December 2019.

We will contact you by telephone if you are shortlisted for interview. All applicants will be contacted in electronic form whether or not they have been shortlisted for interview.

Thank you for your interest in The Friends of the Princess and we look forward to receiving your application.

Personal data obtained through the recruitment process shall be processed and stored in line with Burnham on Sea and Highbridge Town Council Recruitment Privacy Notice. The Diversity Monitoring form will be separated from the application and will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.