

APPLICATION PACK

Chair of Board of Trustees

Introduction

We're really glad that you are interested in the role of Chair of Board of Trustees with The Mighty Creatives. Getting the right person for the role is important to us so we've pulled together this pack to help you decide and provide you with everything you need to apply.

How to apply:

1. Fill in the expression of interest form.
2. Save it as a Word document with your name and the words **Chair of the Board** in the filename.
3. Email the form back to us at recruitment@themightycreatives.com by the closing date which is 5pm on 11th April 2023. Face-to-face interviews are planned for w/c 24th April 2023.

The Mighty Creatives Team

We're an accessible and equal opportunities organisation, so please get in touch with recruitment@themightycreatives.com if you'd like to receive and return your form in a different format.

WELCOME TO THE MIGHTY CREATIVES!

Over 200,000 children and young people of the East Midlands have experienced the impact of our work in over 2,000 schools and cultural organisations across the region since 2010. Many of those young people have experienced more than their fair share of social deprivation and poverty though: a recent Stakeholder Engagement Strategy for example demonstrates that 44% of cultural and educational organisations we have worked with are in areas of the first to the third deciles of the index of multiple deprivation.

Our Vision and Mission

I remember an inspirational teacher at Primary School who I think changed the trajectory of my life. He incorporated art into history projects, science, and literature. He also read amazing, quite advanced books to us and I just remember it opening a whole new world to me.

(Alexa, Leicester)

Our vision is to inspire children and young people to harness the power of arts, creativity and culture for positive change.

Our Mission

To achieve this vision, our mission has five strategic objectives which all focus on improving the cultural lives of young people, especially those who are most disadvantaged:

- SOC1. Children and young people living in need will have experienced a cultural intervention designed to improve their life chances.
- SOC2. Children and young people are visible and audible in the leadership of services that impact them.
- SOC3. Creative practitioners, educator and employers have a deeper understanding of the 'lived life of a child in need' and have developed the skills to support their development needs.
- SOC4. Investment in our work has increased to support the sustainability and growth of the charity.
- SOC5. Adoption and delivery of Creative Mentoring practice has been embraced nationally and internationally through the leadership of the National Centre for Creative Mentoring.

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

www.themightycreatives.com

Our definition of need

There are 28,820 children and young people registered in need in the East Midlands , 7.1% of the national total. 6,470 of those children and young people are Looked After making up 7.8% of national total and a further 3,330 are young care leavers. 35% of those young people (17-21) are not in education, employment or training.

There are also additional children and young people living below the poverty line, in areas of deprivation and with high support needs who are not registered with the Local Authority and are therefore not included in the above figures but would still be eligible for our services.

When we identify children and young people 'in need' we mean children and young people who are:

- care experienced
- experiencing abuse or neglect
- have a disability or life restricting illness
- experiencing poverty / low income
- absent parenting
- living as a young carer
- family disfunction
- seeking asylum
- in refuge
- in alternative educational provision
- rurally isolated
- on Free School Meals
- receiving Pupil Premium

In addition to the needs identified above, we will also target our work in areas of high deprivation and need due to lack of infrastructure, support and opportunity.

Further details of our values, guiding principles, programme development plans, marketing and finance strategies are described in our 2023 – 2028 Business Plan..

We strive for these values to be evident in all aspects of our organisation: governance, leadership, programmes, income generation and operations and processes.

What we are looking for? A new Chair for The Mighty Creatives

We are looking for a highly motivated, values driven, senior professional strategist who is passionate about fighting for the creative voices of children and young people. Our Trustees bring specific skills and expertise, including in HR, finance, legal, fundraising, digital, capital development and artistic development. This means we are seeking a chair with broad strategic skills and ideally strong, relevant professional networks which can be of benefit to the charity as a whole.

As Chair of the Board of Trustees we would expect you to be having regular meetings with the Chief Executive and attend a quarterly all staff meeting.

You would chair, attend and contribute to Board meetings where we set the aims and direction of The Mighty Creatives, review the organisation's performance and set future priorities. That involves preparing for the meeting, attending on the day and making decisions with the other members. We also have various sub-committees and working groups that focus on particular parts of the charity's work and which help us develop new products and services or manage our resources effectively.

Board meetings are held once every quarter and Board members are invited to attend occasional away days and evening events.

Importantly, we want our Board Members to be champions for The Mighty Creatives and to represent the charity positively wherever the opportunity arises.

Terms of appointment

Role title:	Chair of the Board of Trustees
Remuneration:	All Board Members are volunteers and do not receive any financial benefit. We are able to pay out of pocket expenses for attending meetings and events.
Term of office:	There is no minimum or maximum term. We have adopted good practice standards of either 3 or a maximum of 6 years.
Hours/location:	As Chair and as Line Manager for our CEO, you would be expected to maintain regular contact with the CEO through either in person or online meetings in order to stay attuned to the charity's development and advise on strategic issues as and when they arise. This can take approx. 2 hours per fortnight but can be more when important decisions need to be made.

Trustees Meetings are held quarterly, currently online using Zoom although we wish to ensure that at least one meeting a year is held in person. Meetings usually last about two hours and are held in the evening. The Chair also attends Operations and Finance Subcommittee meetings which last for two hours and are also held quarterly.

Board Members are also invited to attend occasional away days and evening events, with events and meetings taking place across the East Midlands.

Outline of the role

- The Chair of The Mighty Creatives is responsible for providing effective strategic leadership and management to the board of trustees enabling them to fulfil their responsibilities for the overall governance and strategic direction of The Mighty Creatives.
- To be a change-maker, helping to inspire and champion innovative solutions to the opportunities and challenges children and young people face.
- To work with fellow Board Members to make sure The Mighty Creatives fulfills its aims and objects as effectively as possible and in-keeping with relevant laws and best practice standards.

Main duties and responsibilities

- The Chair is responsible for the performance of the CEO - on behalf of the Board of Trustees - agreeing the CEO's objectives and undertaking his or her reviews.
- He/she provides leadership to the charity and its board, ensuring maximum impact of The Mighty Creatives for all those involved in the organisation.
- Helps steer The Mighty Creatives through a period of change and challenge, managing risk and ensuring its financial viability.
- The successful applicant will be expected to establish and build a strong, effective and constructive working relationship with the Chief Executive ensuring that he or she is held to account for achieving agreed strategic objectives.
- Ensures regular contact with the Chief Executive to develop and maintain an open and supportive relationship in which each can speak openly about concerns, worries and challenges whilst respecting the boundaries that exist between the two roles.
- Ensures trustees fulfill their duties and responsibilities for effective governance of The Mighty Creatives.
- Ensures that the Board meets regularly to review activities, major risks and opportunities. The Chair needs to ensure that appropriate systems are in place to take advantage of opportunities and mitigate risk with specific emphasis on the charity's financial health and wellbeing and to ensure financial accountability.
- He/she liaises with the Chief Executive over drafting of agendas and supporting papers for Board meeting ensuring that business is covered efficiently and effectively in meetings.
- Leads trustees in the development of a strategic plan for the charity, ensuring that it is implemented in accordance with decisions of the trustees
- Leads on development and implementation of procedures for Trustee induction, development, training and appraisal.
- Develops the knowledge and capability of the Board of Trustees.
- Maintains trustees' commitment to Board renewal and succession planning, ensuring the Board is regularly refreshed and incorporates the right balance of skill, knowledge and experience needed to govern and lead the charity effectively, reflecting the wider population.

- Encourages positive change where appropriate, addressing and resolving any conflicts within the Board.
- Conducts an annual appraisal and remuneration review for the chief Executive in consultation with other Trustees.
- Ensures the Chief Executive has opportunities for professional development and has appropriate external professional support.
- Acts as an ambassador for the charity, representing it at external functions, meetings and events as appropriate and as spokesperson for the organisation when appropriate.

Person specification

- We are looking for someone who is familiar with the sectors we work within (culture, education, health and the third sector), understands the challenges we face and is able to advocate for the charity in regional and national contexts in order to take The Mighty Creatives forward.
- He/she may have been a trustee for another charity, but we welcome applications from colleagues within the corporate or commercial sector if they are committed to advocating and supporting the charity's vision and mission in the best interests of its stakeholders
- Strong leadership, people management skills and the ability to chair meetings effectively.
- Experience of change management
- Time and effort, as needed, to fulfil the duties outlined above.
- Strategic vision and understanding.
- Good, independent judgment.
- An ability to think creatively
- An understanding of legal duties, responsibilities and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess integrity, objectivity, accountability, honesty.
- The applicant must be legally eligible to stand as a registered Company Director and Charity Trustee.
- Having had previous experience as Chair of a voluntary organisation is an advantage

Above all, we want you to be a change-maker, using your passion and creativity to work as part of a leadership team to help guide our work and create positive change in young lives.

We are both looking for people who can think big and those that have an eye for detail. You should be able to demonstrate some of the following:

Criteria	Standard	Essential/Desirable
Commitment	To children's rights and equality of opportunity	Essential
	To work as part of a leadership team	Essential
	To Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership*	Essential
	To attending 4 board meetings per year, an annual away day and occasional working group meetings and events	Essential
	To The Mighty Creatives' vision, mission and values	Essential
Knowledge and Experience	Income generation and / or fundraising	Desirable
	Marketing, Communications and PR	Desirable
	Managing people	Desirable
	Specialist insight into working with children and young people (e.g. as an artist, teacher, policy maker)	Desirable
	Being creative in identifying and solving complex problems at work or as a volunteer	Essential
	The way charities and/or companies work	Desirable
	Local, regional and national policies affecting children and young people	Desirable
	Issues affecting young lives in the East Midlands, UK and Europe	Desirable
	Working nationally or internationally	Desirable

* From The Nolan Committee's First Report on Standards in Public Life.

<http://www.public-standards.gov.uk/>

About the Board at The Mighty Creatives

The Mighty Creatives' Board Members help run the charity and make sure it achieves its long-term goals. Board Members are volunteers and are selected through an open recruitment process. In legal terms, they are the charity's Trustees and Directors of the Limited Company. We currently have 14 Board members.

So, what's the role of the Board?

Our Board are involved in the organisation in an important and influential way – in how it runs, how it raises and spends its money and what its priorities are for the future. In legal terms, a Board Member's role is to ensure that the organisation operates in a way that

enables it to fulfil its aims and objectives as effectively as possible and within legal and best practice guidelines.

Our Board is therefore responsible for directing the change we make in young lives, looking at the opportunities and challenges children and young people face and setting our priorities for how we will work with children and young people, their parents and professionals to make a better world for themselves and others.

The Board appoints and monitors the work of the Chief Executive. It also helps with issues to do with employing staff, monitoring the effectiveness of the charity's work and agreeing the budget. We have a strong commitment to equal opportunities and an ambitious environmental action plan: our Board makes sure these commitments are reflected in all areas of work. Occasionally, the Board deals with private or sensitive issues about the organisation, our staff and beneficiaries. We require our Board Members to treat such information in confidence.

It is important that The Mighty Creatives makes the most of the abilities of its Board Members. We want you to help us gain deep insights into young lives, design innovative solutions to the challenges children and young people face and champion the power of creativity in helping all children and young people thrive. We also want you to help strengthen our organisation and help create with us a long-term future for our work.

That said, we also want our Board Members to have the opportunity to develop their knowledge and experience by being a part of a change-making organisation. If you are giving up your time to help us, we want it to be of value to you too. There are things you will need to know about your responsibilities as a Board Member under the Charities Act and the Trustee Act, as well as your statutory duties as a Director of a Limited Company. We also hope you will be interested in learning more about children and young people's creativity and capacity for innovation – the heart of our work. As a Board Member, we will work with you to ensure that you have the information you need to fully understand and fulfil your role.

The legal bit...

Board Members (Trustees of the Charity and Directors of the Company) are expected to understand, or be willing to learn about, their responsibilities under the Charities Act and the Trustee Act, as well as the requirements of basic charity governance. They will also be expected to understand and act in accordance with their statutory duties as Directors of a Limited Company.

How do I find out what I need to know?

We have put together an induction programme to share information with new Board Members and to explain the role in more detail. The induction covers the important legal responsibilities of being a Trustee, the principles of good governance – i.e. managing an organisation well and wisely – and many of the skills required to do the job well. The induction also provides a thorough introduction to The Mighty Creatives' work and future plans.

What about payments or other similar benefits?

Board members are volunteers and cannot receive any sort of financial benefit or advantage simply because they are a Board Member.

We ask Board members to disclose any personal interests they might have in the organisation, including any close relatives or other organisations you are involved in.

What about travel and expenses?

The Mighty Creatives is based in Leicester, our Board meetings are currently taking place online, but there may be times when Board members will need to travel to Board meetings and events that take place around the East Midlands. Board Members will therefore need to travel across the region. You would be able to claim reasonable expenses (for example bus or rail fares, etc.) to get to meetings or events.

Can I be stop being a Board member?

Yes! You can choose to resign at any time if you wished to, as long as there were at least 3 other Board members still in place. The Board must be made up of at least 3 people and there is no maximum number.

We would like Board Members to be active and involved in the Board. If you weren't able to fulfil your responsibilities to either your or our expectations, we would discuss ending your membership of the Board.

Joining The Mighty Creatives

If you are interested in becoming the Chair of the Board of The Mighty Creatives' Board, please read all of this pack, check out our web site and social media. If you think you can help, then complete and return the Expression of Interest form below. If we think you could really benefit the organisation, we will invite you to meet us to discuss your experience and skills further.

And, once again, we do not expect Board Members to know everything about us before they start! We have an induction programme to share information with you and to explain the role of the Board, our work and future plans in more detail.

How can I find out more?

If you have any questions, please contact our CEO, Nick Owen at The Mighty Creatives:

Nick@themightycreatives.com

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