



www.oddarts.co.uk @OddArtsUK

Odd Arts Chair Of Trustees

Introduction

Odd Arts is an innovative, creative & ethical organisation, using theatre and the arts to transform lives, predominantly within the criminal justice arena. We are looking for a passionate and experienced individual to become the Chair of Trustees for our charity at a time of real growth and excitement. We are currently under-represented by BAME individuals within our Board and are keen to build a whole organisation that reflects the society we live and work with. We are particularly interested in people with experience in: Prisons; Arts; Youth; Social Justice. However, we will be happy to receive applications from individuals with experience in other sectors.

Odd Arts Aims:

- Reduce risk of (re) offending
- Build more cohesive and safer communities
- Improve mental well being including increased confidence and self worth
- Improve work based skills through accreditation, communication skills and therapeutic learning
- Increase access and engagement to the arts and culture for disadvantaged groups

Outputs include:

- issue based drama workshops and projects
- therapeutic theatre programmes teaching new skills around thinking and communication
- film, creative arts and music workshops (always including drama)
- interactive theatre performances

Values:

- Empowerment and enrichment for all
- Passion for arts and social justice
- Freedom to explore new ideas and create
- Equality of expression for all staff and stakeholders
- Learning from and within everything we do
- A restorative and strengths based approach

Chair - Odd Arts

<u>Remuneration:</u>	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
<u>Location:</u>	Manchester
<u>Time commitment:</u>	Four Board meetings per year. The Chair is also expected to have some additional meetings with the Chief Executive, and also represent the Charity at various events and meetings with key stakeholders.
<u>Reporting to</u>	Board of Trustees. Accountable to Charity Commission, stakeholders, service-users and funder.

Job Description

Objective

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Principal responsibilities

Strategic leadership

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate Address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for the cause and the charity
- Maintain close relationships with key influences
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring she is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees

- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.