

Recruitment Pack

Trustees



Processions (image credit: Michelle Chalkley)

Bedford Creative Arts is an Arts Council England National Portfolio Organisation and a Registered Charity.

Our Registered Charity No. is 1119555. Company Limited by Guarantee 5305188.

Introduction

Bedford Creative Arts (BCA) is seeking people to join its Board of Trustees.

About Bedford Creative Arts

BCA is an arts charity that has been producing socially-engaged art projects for more than 35 years that explore issues of social justice, challenge the status quo and amplify the voices and needs of communities. We work predominantly in Bedfordshire but strive for our activities and learning to make a national impact on the sectors where we work and the world in which we live.

We are a National Portfolio Organisation (NPO) of Arts Council England and have been funded by a range of local and national funders including The Harpur Trust, Paul Hamlyn Foundation and the National Lottery Heritage Fund.

What we're looking for

Our trustees are responsible for leading BCA's strategic direction and supporting its staff to deliver on its aims and values. They are unpaid volunteers who give a few hours each month to attend meetings and events.

We need a Board that is balanced with the right skills to govern our work. At this time, we are particularly interested to hear from people who have skills or experience in **one or more** of the following areas:

- **Trustee or governance** experience and/or senior leadership experience
- **Working in & listening to diverse communities**
- **Fundraising** skills
- Knowledge of **emerging digital technologies** e.g. AR, VR, AI

Diversity on our Board is important to us. We seek to develop a Board of Trustees that reflects the communities we serve. We are particularly keen to hear from people from the following backgrounds that are currently under-represented on our Board:

- South Asian, Black, Mixed or Eastern-European White ethnic backgrounds.
- Have a disability or long-term health condition, or are neurodiverse
- People without a degree or further education qualification
- People who identify as male, non-binary or trans
- People who identify as LGBTQ+

This pack will explain what it means to be a Trustee and how to apply.

Thanks for reading.

Our Vision

Our vision is that future communities will have **an outrageous sense of entitlement to the arts** because of its power as a tool for positive social change.

Our Mission

We create art for, with, and inspired by communities.

In order to inspire action and change, over the next few years we will:

People – Put people at the heart of our work, working responsively and collaboratively with communities.

Place – Support place-making, shaping and enriching by helping communities to have a sense of identity, belonging, agency and pride in where they live.

Power – Support communities to use their power to provoke change, champion social and environmental justice, and strive for a just & equitable society

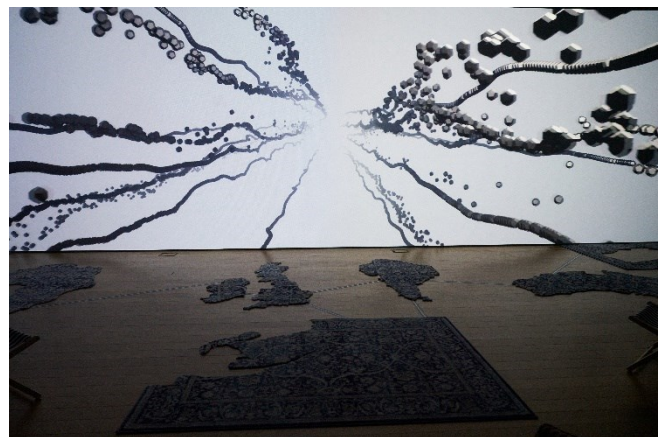
Possibility – Seek to ask questions and have conversations that challenge the status quo, support meaningful debate and enable radical ideas to be explored.

Practice – Use socially engaged artistic practice to develop knowledges, skills and tools that can be shared and used nationally.

Strands to our work

Commissioning

We commission artists to create new work with, in, and for, communities. This is done through any artform. We focus on social engagement through the arts by working closely with communities which can involve co-commissioning, participation and co-creation. We often work with those who don't normally engage with the arts.



Airship Dreams: Escaping Gravity (image credit: Andy Willsher)

We aim to tackle issues of importance and seek a wide audience for our work – working predominantly in Bedfordshire but sometimes nationally or internationally. We typically work with up to 50 artists reaching audiences of up to 30,000 people per year. We also have considerable experience of working in cultural education, often commissioning work with and for schools and colleges.

Partners we have collaborated with include Bedford Borough Council, the University of Bedfordshire and Royal Opera House Bridge.

Recent projects have worked with local refugees, those living in deprived wards of Bedford and local schools.

Artists we have worked with include Andy Holden, Mira Calix, Caroline Wendling, Quilla Constance, Anne-Maria Abbate, Dionne Ible, Clemence Debaig, Julie Myers, Maria Anastassiou, Chris Dobrowolski, Theatre Témoin, Sam Wiehl and Mike Stubbs.

You can browse our previous projects at our website: www.bedfordcreativearts.org.uk

Creative Ecology

We recognise that as a publicly funded organisation with significant experience we have a duty to develop the creative ecology in Bedfordshire.

This means that we take an active and leading role in supporting networks, consortiums and talent development for artists, producers, communities and organisations in Bedfordshire.

We run a Producer Hub for Bedford with 1 Degree East that mentors and supports local producers and self-producing artists to develop their skills. We are also co-founders of the free practitioner network, Creative Bedfordshire, regularly delivering networking and skills sharing events for our creative community.



Beauchamp 'imagined futures' day (image credit: Cat Lane)



The Vault 3D mural (image credit: Andy Willsher)

Our staff team

BCA is a small team led by the Director, Elaine Midgley.

We have two senior managers who drive the artistic programme supported by a team of mostly part-time producers, managers and support staff that deliver our year-round programme of project work. We contract and expand our team to accommodate our programme, working with additional producers and project managers as required.

Profiles of our staff and current Board Members can be found at:

<https://bedfordcreativearts.org.uk/who-we-are/our-board/>

Our Board of Trustees

BCA is a charity governed by a Board of Trustees. The trustees are legally responsible for ensuring that the charity complies with all relevant laws and regulations and ensure it is run effectively and in accordance with its mission and strategy.

Our Board has a maximum of 10 trustees and we currently have 2 vacancies that we are looking to fill.

It is our aim that our Board is:

Balanced with skill

Diverse

Engaged in fundraising

Full of enthusiasm



News News News (image credit: Andy Willsher)

Trustees are invited to serve a three-year term, after which they can stand to be re-elected for a further three years. After six years they must stand down for at least one year (in accordance with our Articles of Association) before they can stand for re-election again.

Trustees must also comply with the eligibility criteria for a trustee in England & Wales, as clarified on the government website (<https://www.gov.uk/guidance/trustee-board-people-and-skills#check-prospective-trustees-are-eligible>)

How to apply

1. Come and chat

If you would like to apply for the role of trustee, you are encouraged to first contact the Director, Elaine Midgley on 01234 818670 or elainem@bedfordcreativearts.org.uk for an informal discussion and to receive a more detailed pack of information about the application process that we can guide you through.

2. Make an application

If, after this discussion, you wish to apply, please send a CV/description of your relevant experience and covering letter (no more than 2 sides of A4) outlining why you think you are suitable for the role to elainem@bedfordcreativearts.org.uk

You can provide this information in a written format, or as an audio or video file (no longer than 5 minutes) if you prefer. If you need to provide it in a different format, please let us know what would suit you.

Please ensure your application contains:

- Your contact details
- Information about your work experience (e.g. employers, roles)
- Details of your education & relevant training/qualifications and skills

Please also include a completed **Equal Opportunities Monitoring Form** and a **Board Skills Audit Form**, which will be issued to you by the Director. This helps us to see how your inclusion on the Board would complement the skills of our current Board members.

Applications will be assessed on an ongoing basis until all vacancies are successfully filled. Applications are assessed by the Director and two trustees.

3. Attend an interview

If we feel that your application suits the needs of our Board, you will be invited to an informal interview at a time to suit you so that we can get to know you better. This is with the Director and at least 2 other trustees usually including the Chair and/or Vice-Chair.

4. Observe a Board Meeting

If we both feel that the interview has gone well and there is a good fit with the Board, you will be invited to attend the next Board Meeting as an observer. This is a chance for you to see what being a trustee is really like, meet the rest of the team, and decide if you feel that it would suit you. If you feel that BCA is the fit is right after that meeting, you will be elected onto the Board and your induction process will begin, including the necessary legal paperwork.

Thank you for your interest in Bedford Creative Arts

Privacy Notice

Bedford Creative Arts (BCA) complies with the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 under the control of its Information Governance Policy. Your information will be stored confidentially and only be used for the purposes of selection and recruitment for the role applied for. Your information will not be transferred outside the organisation. By submitting an application, you are indicating that you are content for your details to be stored by BCA for the purposes of handling this recruitment process until such time as all appointments are made. All application information from unsuccessful applicants will be safely destroyed unless you give us permission to retain it in our Talent Bank for the purposes of informing you about other future opportunities which may be of interest.

Equal Opportunities

Bedford Creative Arts is committed to equality of opportunity which means that all applications will be judged on the candidate's individual merit and abilities in relation to the role description for the role and no applicant will be unfairly discriminated against on the basis of any protected characteristic (as defined by the Equality Act 2010) or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable. If you require this recruitment pack in an alternative format, please contact info@bedfordcreativearts.org.uk or call 01234 818670.



Airship Dreams: Escaping Gravity (image credit: collaborative team of Escaping Gravity)