



Chair & Trustees

Recruitment pack

Welcome to Woolwich Works

Woolwich Works is London's newest landmark cultural hub, housed in five historic buildings on the Royal Arsenal in Woolwich SE18 right next to the new Crossrail Station for the Elizabeth line. Following a multi-million pound refurbishment by the Royal Borough of Greenwich, our spaces opened in September 2021 and include a stunning 1500m² former factory performance and events venue, rehearsal and performance studios, event spaces, outdoor courtyard, and a café and bars. We're home to a number of world class resident artistic companies, including Chineke! Orchestra, the National Youth Jazz Orchestra, Luca Silvestrini's Protein and internationally renowned theatre company, Punchdrunk.

Following the completion of Dr. Valerie Vaughan-Dick's term in which the organisation was established, our buildings were successfully opened and our first programmes launched, we're now seeking to appoint an outstanding new Chair of the Board of Trustees for Woolwich Creative District Trust (the not-for-profit charity founded to run Woolwich Works) and some new Trustees.

At Woolwich Works we aspire to build an exceptional, professional, inclusive, creative community serving South East London and beyond. These roles offer the opportunity to play a pivotal part in further developing the future of this new and exciting arts organisation during an important period in its growth.

Our new **Chair** will be able to demonstrate a personal passion for the performing arts and be sympathetic to the mission and values of Woolwich Works. They'll have experience in leading a team or an organisation along with an understanding of the financial drivers of running an arts charity in 2022. They'll know how to engage key stakeholders and build effective partnerships, as well as being a compelling advocate for the work of the organisation.

Our **Trustees** are appointed on a skills mix basis and we're currently looking for people with professional experience as a Finance Director, HR professional, fundraiser or creative education professional.

Woolwich Works seeks to showcase nationally and internationally renowned artists and companies but also to widen participation by individuals and groups traditionally under-represented. Like our artistic programme, we're keen to ensure and support diversity and inclusion in everything we do, and it's important that the Chair and Trustees represent and champion this mindset. We're proud of the diversity of our community and aim to build a team that represents it. We therefore particularly welcome applications from people from black, Asian and ethnically-diverse backgrounds, and those identifying as D/deaf or disabled.

If you believe you've got the skills and the passion to lead or join our Board, we'd love you to apply.

Please note that these posts are voluntary appointments, with the reimbursement of reasonable expenses.

For more information and to apply, please visit www.woolwich.works/jobs-and-opportunities.

If you're interested in an informal conversation about the role of Chair, please contact the Interim Chair, Ben Howarth via email to jobs@woolwich.works

The closing date for applications is 23.59 on Monday 6 June 2022.



The Chair

KEY RESPONSIBILITIES

The Chair's key responsibilities will be to:

- Provide strong and empowering leadership to the Board and the organisation as a whole, ensuring capable and effective decision-making that will underpin stability, growth and development
- Ensure the effectiveness of the Board, its clarity of vision, and its focus on the key strategic issues
- Ensure that the Trust has appropriate governance, structures and people in place to achieve its aims
- Ensure an effective relationship between the Board and the Woolwich Works executive team, providing effective challenge, motivation and counsel
- Ensure there is effective two-way communication between the Board and all relevant stakeholders
- Act as an energetic advocate for Woolwich Works, engaging the local community and wider public
- Act as a "critical friend" and source of advice to the Chief Executive, whilst respecting executive responsibility

PERSON SPECIFICATION

The successful candidate will bring the following skills and/or experience to the role:

- Senior leadership experience, which could be gained in any sector
- Prior experience of serving on a Board, either as a Chair, Director or Committee Chair
- Strong stakeholder management, relationship-building and ambassadorial skills, and the ability to work with stakeholders from all sectors and at all levels
- The strategic, commercial, and financial acumen to oversee the running and development of a self-funding and commercially sustainable Trust
- A personal enthusiasm for the arts and creative industries and their role in regeneration and place-making
- Determination, resilience and self-awareness
- Demonstrable understanding of, and commitment to, the importance of equality, diversity and inclusion

TERMS OF APPOINTMENT

This is a voluntary position; reasonable expenses will be reimbursed.
The time commitment is an average 2 days per month.

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Our Trustees

KEY RESPONSIBILITIES

The main duties of all members of the Board (including the Chair) are to:

- Be accountable for the good governance of the Trust
- Ensure that the Trust's vision and strategy align to its Charitable Objects and the cultural, social and commercial objectives shared by the Trust and the Council, and that the Trust delivers against its objectives and lives by its values
- Oversee the Trust's delivery against the Council's KPIs, particularly in respect of ensuring the delivery of high quality community and education programmes for the benefit of residents of the Borough
- Ensure the good financial management of the Trust and discuss, set and review budgets and management accounts
- Appoint the Chief Executive and Senior Management Team and set the terms and conditions of their employment
- Set the boundaries of delegation to the Chief Executive and the Chair
- Support Woolwich Works activities by attending events, acting as its ambassador and advocate and helping to identify and broker relationships that can help the Trust achieve its aims
- Attend and actively contribute to meetings of the Board and subcommittees, thoroughly reading papers and minutes and acting at all times in the best interests of the Trust
- Regulate the membership of the Board and subcommittees
- Define the company's employment policies and ensure that the Trust is a good employer

PERSON SPECIFICATION

When considering the appointment of prospective Trustees, the Board will consider applications on the basis of:

- knowledge, skills, experience and network; and
- diversity of perspective.

Currently, we're looking for new Trustees who bring knowledge and experience as:

- a Finance Director, ideally in the either the arts, entertainment, or leisure sectors and / or in a charitable environment with commercial trading subsidiaries;
- an experienced HR professional;
- a fundraiser; and
- a creative education professional.

Experience of working within the sector(s) or for / with comparable organisations would be an advantage, as would experience of being a Trustee or Director of other organisations.

In terms of skills, we expect all our Trustees to have:

- some professional or management experience;
- good interpersonal, communication and presentation skills;
- the ability to think and act strategically;
- sufficient numeracy to understand and interpret budgets and management accounts.

We're proud of the diversity of our community and aim to build a team that represents it, and we therefore particularly welcome applications from people from black, Asian and ethnically-diverse backgrounds and those identifying as D/deaf or disabled with the relevant knowledge, skills and experience.

TERMS OF APPOINTMENT

This is a voluntary position; reasonable expenses will be reimbursed.

The time commitment is typically one Board meeting and up to two Subcommittee meetings per quarter, with each meeting lasting 1.5 – 2 hours and all meetings having papers and minutes to be read before and after. Please note that in-person attendance in Woolwich is required for Board meetings.

[APPLY NOW](#)



