

# Diverse City



Till We Win Extraordinary Bodies Young Artists: image ©Diverse City

## Co-Chair of Trustees Candidate Pack

This Candidate Pack is available in to listen to as an audio recording, or to watch in a BSL video. Easy-Read version can be made available on request.

Contact: [Recruitment@counterculturellp.com](mailto:Recruitment@counterculturellp.com)

# About us

What is Diverse City?

**JUSTICE**

**OPTIMISM**

**CREATIVITY**

**COLLABORATION**

Diversity is central to our name, our art, and our values. We believe that theatre with its roots in diversity helps us imagine a fairer world, so that we can make one.

The company collaborates on the development and touring of nationally significant work to create equal representation in the performing arts. Our flagship collaboration is with Cirque Bijou. Together we lead Extraordinary Bodies a company that creates bold, provocative new circus performance.

Our mission is to fight for equality in every artistic arena. The boardroom, the audience, backstage and centre stage should all be truly representative, and we're here to make that happen. We know that career pathways into the arts are only open to the few. This means, people from low socio-economic backgrounds, D/deaf and disabled people, and people from the global majority are all underrepresented in arts organisations, including ours. We want to change that. So, we particularly encourage applications from people from underrepresented groups.

We are a National Portfolio Organisation (NPO), supported by Arts Council England. Alongside our artistic programme Connecting Communities is our three-year programme of work with diverse communities local to the venues where we are touring our artistic programme: [Learn More](#)

Central to the Connecting Communities project is the Unexpected Leaders programme through which we identify potential in individuals, coach them to expand their skillset, help them achieve their creative goals, and connect them with opportunities to lead in their local area. The Unexpected Leaders already onboard are providing vital leadership in the design and delivery of the evaluation for Extraordinary Bodies' shows: [Learn More](#)





Human Extraordinary Bodies. Image © Ali Wright

*"Diverse City's work is truly pioneering - they are working towards a step-change in the sector. Their ambition - to place diverse groups at the centre of the industry - reaches wide into leadership, performance, professional development and the culture of the workplace." - Arts Council England*

## **Hello & welcome!**

Thank you for your interest in role of Co-Chairs of the board of Diverse City. We are entering an exciting period, and the Co-Chairs will be key in turning the page to the next chapter for the Company. The last 2 years have been focused on producing and touring shows - Human, Delicate and Waldo's Circus of Magic and Terror - alongside our Young Peoples and Connecting Communities programmes of work. Whilst continuing to develop and make shows, we are entering a period of reflection, learning and planning. The Company needs care and attention in consolidating our successes and building a future we can all be proud of. The Board has recently been revitalised, and the Co-Chairs will be critical in driving the governance and Company forward.

As a Company, we have always believed in and benefited from shared and distributed leadership, and the recruitment of Co-Chairs embeds these principles. So, if you have experience and commitment to collaborative working, nurturing the voices and perspectives of all, social justice and the value of the arts, we could well be looking for you. The future for Diverse City is exciting, and we would be delighted if you would consider playing an integral role in ensuring our aspirations and potentials are realised.

We look forward to hearing from you,

Jamie Beddard & Claire Hodgson  
Co-Artistic Directors, Diverse City.



# About the role

## Job description

<b>Job title</b>	Co-Chair to the Board of Trustees- 2 positions available
<b>Salary</b>	Voluntary (applicable expenses will be reimbursed)
<b>Tenure</b>	3 years appointment with potential for 1 further immediate reappointment
<b>Commitment</b>	<p>4 board meetings a year (hosted on Zoom or hybrid. Currently we meet on a Wednesday evening (6-8pm) in February, June, September and November but that is likely to change to accommodate new Trustees schedules.</p> <p>1 Board Development Day (in person, usually in April) and occasional extraordinary meetings.</p> <p>Additional meetings with Senior Management Team (SMT) as needed.</p> <p>Occasional thematic task-teams or working groups (held virtually/hybrid).</p> <p>Most meetings and task-teams are hosted online using the Zoom platform.</p>

## Purpose of the roles of Co-Chair

The Co-Chair roles will share the responsibility of leading an effective board, managing the Executive and representing the organisation as an ambassador and advocate.



Waldo's Circus of Magic and Terror, Extraordinary Bodies: image ©Paul Blakemore

# Responsibilities

The responsibilities will be balanced between the Co-Chair positions based on the skills and experience they bring to the roles.

## Lead the board

- **Lead the Board**, set its agenda, ensure legal and financial governance duties are met effectively and keep in touch with the organisation and its activities.
- **Convene and lead board meetings** and attend working groups.
- **Effective operation of the Board** in all its areas and responsibilities.
- **Make decisions** on matters that cannot be progressed without board authorisation, but cannot wait until the next board meeting. (Ideally Trustees delegate specific powers over matters in progress to the co-Chairs. However, no financial decisions involving amounts above £10,000 can be made by the co-Chairs alone.).
- **Ensure the effectiveness of individual trustees and the Board** as a whole.

## Note

- All decisions made by the co-Chairs between meetings will be brought to the full Board for ratification and must be within agreed policy parameters.
- In the absence one of the co-Chairs, the duties and powers of the co-Chairs will be undertaken by the other co-Chair.

## Stakeholder management

- **Build and maintain positive relationships** across the Board, Executive team and with key external stakeholders, including existing and potential funders.
- **Represent the organisation at outside events**, (though may delegate this to others) be an **ambassador, advocate and spokesperson** for the Board, and represent the organisation, together with the Executive.
- Support the Executive in **fundraising** and encourage Trustees to do so.

## Organisational governance

- Develop the Charity's **vision and strategy** and monitor its implementation, together with the senior executive team and the rest of the Board.
- **Line manage the Executive**, and lead on setting their pay and will work closely with them.
- Ensure timely and effective **succession planning** of Board members, Executive and other key roles.

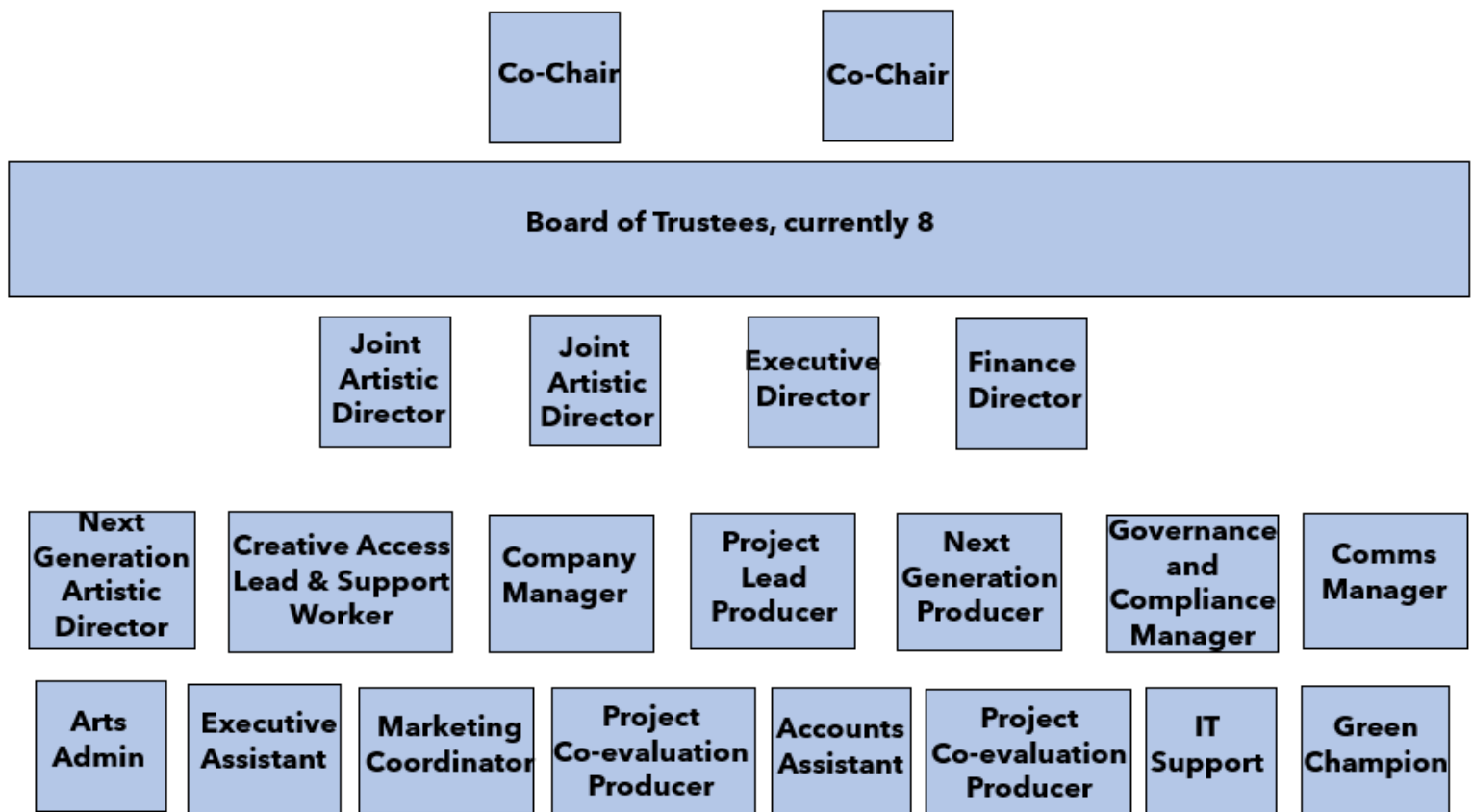




**In addition, the Co-Chairs and all the Trustees are responsible for**

- **Approving and reviewing** the organisation’s artistic and business plan, policies and programmes (e.g. Safeguarding policy, Health and Safety etc)
- Ensuring that the Company operates within **UK Law** and in accordance with **English Company and Charity Law**. This includes keeping proper accounts, producing audited accounts annually and submitting statutory returns at Companies House, returns to the Charity Commission and the keeping of Company Registers.
- Ensuring the **prudent financial management of the Company**: through financial control; scrutinising regular statements of the financial positions; discussing, deciding and reviewing annual budgets; ensuring the prompt payment of any money due to HMRC; deciding on and, if necessary, assisting with applications to funding bodies; approving the financial risk review and reserves policies.
- **Appointing** bankers and cheque signatories and making clear decisions about delegated authorities to staff
- The organisation’s **employment policies** including equal opportunities, recruitment, pay, grievance and disciplinary, appraisal, sickness, expenses, holidays and training.
- Approving the **staffing structure and taking part in recruitment** if required; agreeing the job descriptions, person specifications and terms of employment of board appointments and the outline terms and conditions for other senior staff and reviewing levels of pay annually.
- Ensuring any **conflicts of interest are avoided**.
- Ensuring that the **organisation’s assets and legacy are safeguarded** and are well-managed, insured and maintained for the future

**Organisational Chart**



# Person Specification

## Essential

- Record of engagement in arts and culture and networks - and happy for these to be made available for the charity's benefit.
- Commitment and understanding of equality, diversity and inclusion.
- Experience of governance, or other organisational leadership, particularly in arts and culture, a non-profit, charity or public sector setting.
- Familiarity with reviewing or managing budgets.
- Effective, confident and enabling approach to convening and facilitating meetings with experience of chairing or facilitation in both in-person and remote settings.
- Skilled at building and balancing relationships with stakeholders including Arts Council England.
- Enthusiasm and empathy for vision, mission, values and work of the charity.
- Commitment to trustee duties and openness with the charity's team and Trustees.
- Ability to work in a team, accept decisions and be tolerant of other views.
- Commitment to being informed about - and act as a champion for - the charity.
- Ability to treat sensitive information confidentially.

## Desirable

- Respected member of the community with good networks.
- Experience of charity governance, as a Board member.
- Passion for engaging people of all ages in the arts and creative activities
- Preparedness to offer specialist, personal and business skills and experience to support the company team.
- Lived experience of disabling or marginalising barriers.



Delicate, Extraordinary Bodies image© Steve Tanner



Human, Extraordinary Bodies: image© Ali Wright

# How to apply

Write a 1 page supporting statement, or record 5 minutes of audio or video, telling us why you fit this role.

Click this [LINK](#) to

Upload your recording/cover letter and a short CV  
Fill in our monitoring form [HERE](#) and access audit form [HERE](#)

The supporting statement should set out:-

- Why you want to volunteer with Diverse City
- What experiences and skills do you have that you feel will illustrate your suitability for the role of Co-Chair of The Board.

Please include contact details in your CV or supporting statement.

You should explicitly address the criteria set out in the job description and person specification when preparing your statement.

## Got a question?

Email: [Recruitment@counterculturellp.com](mailto:Recruitment@counterculturellp.com)

## Need another format?

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Waldos Circus of Magic and Terror, Extraordinary Bodies image ©Paul Blakemore