



Recruitment: Two Board Members

Based in Hebden Bridge, Calderdale, West Yorkshire | Unremunerated (voluntary)

Advertised: Wednesday 27 July 2022 | Closing date: Friday 2 September 2022 (noon)

Part One: Introduction

Begun in 1993 and operated under the name 'Hebden Bridge Arts Festival' until this spring, Hebden Bridge Arts (HBA) is one of Yorkshire's longest running arts organisations, with a reputation for delivering high-quality collaborations, partnerships, art work, performances and events.

We are a not-for-profit charity, incorporated as a company limited by guarantee. We have, for almost all of the last 29 years, delivered an annual multi-arts festival. We decided to take a fallow year in 2020, with the opportunity to look deeply at our purpose and direction. As a result of the pandemic, and the time we'd give ourselves to work on strategy, our thinking and focus shifted, and in autumn 2020 we began our 'Engaging Neighbourhoods' project, working with local community organisations to engage under-served groups in creative projects.

Our renewed vision is for a year-round community focused, professionally supported programme of arts activities, events, performances and sharings of work, in which we build on our existing partnerships and connect with new groups of people, introducing them to artists and experts, nurturing and mentoring them and supporting them to create great artwork and present it to the public. The focus or 'theme' of our work for the foreseeable future is climate emergency.

Our May 2022 rebranding as 'Hebden Bridge Arts' with the words 'connect : create : present' to explain our processes, better represents the continuous nature of our work and our growing ambition to produce events beyond the annual cycle and pattern of a typical mixed arts festival.

In January 2022 our new Creative Producer joined us. This September the current Co-Chairs, Amanda Dalton and Patricia Weller, are passing the baton on to two experienced board members who will take over leading the organization, again working as Co-Chairs. We're now looking for some new board members who will support our work as we move forwards with our new strategy and vision.

We currently employ two freelancers year-round: the Creative Producer (currently working 3 days per week) and an Administrator / Company Secretary / Volunteer Coordinator (currently working 1 day per week). Both are based in Hebden Bridge. We also employ freelancer project manager(s) as the need arises, and our Creative Producer also manages projects with our Administrator offering support. We have no employees, and at present we have no business

premises. A fundraising sub-committee of four board members has been established this Spring, and newly recruited board members are welcome to join this sub-committee.

In seeking new members of the board, and in all recruitment activity, we seek to work with committed individuals who share the belief that the arts can change lives and shape the places where we live.

Part Two: What we are looking for in our new Board Members

We are looking for people who can bring fresh perspectives, energy and enthusiasm for our future. Board membership is an active role, and you will be called upon both during board and other meetings and at other times to support the activity of the board and the creative delivery team.

An understanding of the creative industries and the charity sector, and some knowledge of key organisations and individuals working in the arts in Yorkshire and the North West would be a distinct advantage but is not essential.

Ideally our new board members will live within travelling distance of Hebden Bridge, in order to attend board meetings (weekday evenings) and more informal get-togethers and be present at HBA events. We will reimburse travelling expenses to allow participation at meetings and events where necessary – we don't want lack of funds for the expenses of travelling to us to stop you being part of what we do.

We are especially interested in hearing from people under 35, as well as people who reflect more widely the communities and audiences we serve across Calderdale, whether that be through heritage, lived experience or access to opportunities. Currently, our board of nine is not truly representative of everyone we work with. We are presently 77% female, and 100% white. We have a mix of ages of board members but would welcome more younger adults. We do not presently represent those with disabilities well. We are endeavouring to change the way we operate and share the privilege and space we have with other people – and believe we can do this a lot better with your help.

We are very interested in recruiting to our board people who care passionately about the environment and climate emergency, whether they feel knowledgeable about environmental issues already or are keen to develop their learning. We want our board members to feel excited about our work to explore how the arts and creativity can challenge people to investigate the complex issues and make work in response to those challenges.

Having a finance, business or charity / third sector background, would be useful but isn't essential. Some experience of reading company and charity accounts; working on producing / managing budgets; assisting with fundraising and grant applications; and gaining sponsorship would be valuable in new board members. As we're looking for more than one new board member, we don't expect to find these attributes in just one person, and you may have other skills and interests to bring, so don't worry if we're not describing you perfectly. What really counts is a passion for what we do, a willingness to learn what we're about and feeling like you'd like to get stuck in to discussions, projects and sharing some of the work of our small paid team, to help us be even more effective at what we do.

As a board member you will act as an ambassador for the charity and ensure fundraising is seen as a priority and contribute to the process where possible. You'll be responsible, together with the other trustees, for ensuring Hebden Bridge Arts is carrying out its purposes for the public benefit and complying with the charity's governing documents and the law and carrying out its legal obligations.

Amanda Dalton, one of our current Co-Chairs, is willing to have a chat over Zoom or by phone for those potentially interested in applying, in order to answer any questions you may have. Email our Creative Producer, Rebekah Fozard on rebekah@hebdenbridgearts.co.uk, to request an informal chat with Amanda.

Part three: Key Information about Hebden Bridge Arts

There have been festivals and pageants in Hebden Bridge going back hundreds of years and the Hebden Bridge Arts is at the heart of this rich and diverse continuum. From 1993 to 2019, as Hebden Bridge Arts Festival, an annual summer festival was produced, with the support of dozens of volunteers. We regularly attracted around 16,000 people to our festival in a combination of ticketed and free events.

Hebden Bridge Arts is supported by local businesses, charitable and community organisations, volunteers, and a variety of funders. We are expanding and developing our community engagement work and are re-establishing partnerships and making new connections across Calderdale. We are supported by volunteers, some of whom have volunteered with us for years.

You can look at our recent work on our website: www.hebdenbridgearts.co.uk and our social media channels:

- facebook.com/hebdenbridgearts
- twitter.com/hebdenarts
- [instagram.com/ hebdenbridgearts](https://instagram.com/hebdenbridgearts)

Our Mission

- To enhance and enrich the lives of the people of Hebden Bridge and the Calder Valley
- To be a central creative resource for the community
- To enable imaginative ideas to flourish and alongside artist development
- To work collaboratively with a wide range of stakeholders and partners
- To continue our contribution to growth within the local economy

Our Vision

In 2019, with Arts Council England funding, we carried out a research and development programme, 'Creative Communities', which kickstarted the creation of a new mission and operating model for the company. Following an away-day in late 2019 and then working against the radically altering landscape created by Covid-19, the board appointed two very experienced co-chairs and undertook a rigorous year-long review process to map HBA's future strategy and operational plan.

This review and research process has led to our 'Engaging Neighbourhoods' project, which from a pilot programme comprising three micro-projects, developed into a six-project programme titled 'Land Marks', by autumn 2021. Working with partnership organisations across Calderdale,

the artist-led workshops and professional mentoring with groups culminates this spring with a public sharing of work at an indoor / outdoor exhibition at Hardcastle Crags in April, and a touring photography exhibition in June. We have been listening to and making work with people who self-identify as being under-served and not currently engaging with a local formal arts offer.

'Engaging Neighbourhoods' is a model of engagement and partnership, exploring and driving the development of high-quality creative partnerships and cultural communities across Calderdale. Through this project we're developing and embedding new relationships both with arts and third sector providers and businesses, enhancing local cultural provision and providing learning to support our bigger vision. The wider aim is to incrementally build a network of connections, arts activity and partnership across our area which is year-round, and allows the public sharing of creativity. You can see more at www.hebdenbridgearts.co.uk/landmarks

Beyond the immediacy of the neighbourhood partnerships that 'Land Marks' has built, this project supports and sustains the re-focusing and changed mission of Hebden Bridge Arts to meet the challenges and opportunities of a rapidly changing / changed cultural landscape across Hebden Bridge, Calderdale and beyond. We're developing the organisation's strategy, capacity and ambitions to ensure Hebden Bridge Arts becomes and remains a year-round, community focused, socially engaged programme of activity, bringing top class artists to the area to make, mentor, co-curate and present alongside communities, inspiring with their own practice and supporting the development of community involvement.

For autumn 2022 to summer 2023 we have planned the creation of 'Open Space 70', imagined in response to the climate emergency and aiming to enhance public engagement with the extraordinary, threatened, local natural environment in which we live. 'Open Space 70' will develop and stage creative events / happenings / exhibitions in people's homes and other local, varied spaces over a summer weekend.

Supported by environmental experts and high-quality artists, we envisage groups, individuals and households creating and hosting work or presenting their own creative outputs in spaces of all types: from a clearing in a wood to an old barn, a house boat to a deconsecrated chapel. 'Open Space 70' may bring audiences a choir on a narrowboat, a piece of micro-theatre in someone's garden, a creative workshop in a wood meadow or a digital immersive artwork in an abandoned space.

With Platinum Jubilee funding, the event will be supported by professionals, and will draw on partnerships already made, seek out new groups to work with, and invite involvement from individuals and co-operatives who are starting out. 'Open Space 70' will feed a major community performance event in summer 2024, such as a large-scale piece of promenade or immersive theatre, working in close partnership and collaboration with local communities, significant professional artists, and leading organisations across our region.

Part four: Commitment and benefits

As a board member, you must become a director of the company and a charitable trustee.

You get the opportunity to work with a committed group of board members of various backgrounds and professions, a broad team of enthusiastic volunteers, and like-minded organisations. The support of board members allows Hebden Bridge Arts to make a solid

contribution to the cultural landscape of the towns and villages in the Calder Valley and wider afield.

There will be an expectation that you will contribute your skills, expertise, and knowledge as required. You will attend around six board meetings a year, together with the Annual General Meeting of the company. These are usually held on a weekday evening (Monday – Thursday, varying) from 7pm, in a location in central Hebden Bridge so that travel by train is possible. Online attendance is possible, with the meeting being in hybrid format where this is needed by any board member.

We estimate the time commitment of a board member to be around 4-5 hours a month in terms of reading and contributing to emailed documents, attending creative meetings, reading board papers and attending board meetings, coming to our events and the work involved you're your membership of any sub-committees.

Recruitment to the board lasts for three years, and board members may put themselves forward for additional three-year terms with support from the remainder of the board. We recognize that some people's circumstances may preclude them from committing for a three-year period, but we ask that you can initially commit to a minimum of two years to ensure the stability and growth of our organisation.

Part five: Person Specification and Job Description

Person Specification:

Previous board experience is desirable, but not essential. Some of the skills, experience, and life factors we are looking for in our new board members include:

- A belief that inclusivity & diversity is at the heart of everything an arts company does
- Passion for the arts, and its transformative role within communities
- Interest in climate emergency and creative responses to it
- Understanding of the roles and duties of a charity trustee
- Availability & time capacity to attend around 6 board meetings a year plus the AGM
- Availability & time capacity between board meetings to support the creative delivery team via email and online sub-committee meetings
- Willingness and availability to represent the organisation at events when possible
- Taking an active role in understanding and interrogating company finances

Legal Role:

As a trustee, board members are also legally responsible for the charity with other trustees and must ensure that they:

- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure that the charity is accountable

You will be registered with Companies House as a director of the company and with the Charity Commission as a trustee and will be asked to confirm that there is no legal reason that will prevent you from registering as a director.

Responsibilities:

- Providing support to the Hebden Bridge Arts delivery team
- Ensure the charity is carrying out its purposes for the public benefit
- To comply with the charity's governing documents and the law
- To bring a new perspective to planning & strategy, using your expertise, knowledge and skills
- To understand, assess and take strategic risks
- To carry out legal obligations
- To act as an ambassador for the charity
- To ensure fundraising is seen as a priority and contribute as appropriate

Advocacy:

- To positively promote the organisation and its work at events and personal networks.
- To use your influence to develop and broker new relationships, partnerships, and potential supporters of Hebden Bridge Arts

Part six: How to Apply

To apply please send your up-to-date CV (including contact details for two referees) and a covering letter outlining why you would like to join the board of Hebden Bridge Arts, and the qualities and skills you feel you can bring to our organisation.

Send your letter, CV, and equal opportunities monitoring form to Rebekah Fozard, Creative Producer, via email: rebekah@hebdenbridgearts.co.uk. If you would prefer to share your experience and reasons for wanting to be involved by video, please send your video application by WeTransfer link to rebekah@hebdenbridgearts.co.uk and email the equal opportunities form to the same address.

Please ensure the Equality and Diversity Monitoring form on the next page is completed and returned with your application. Hebden Bridge Arts promotes equality and diversity in our workplace. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce (volunteer board members and freelancers) in encouraging equality and diversity.

In compliance with the Data Protection Act, Hebden Bridge Arts will treat all information contained within the Equality and Diversity Monitoring form as confidential. The information you provide is for monitoring purposes only and will remain anonymous and stored securely.

We will acknowledge receipt of all submissions and contact each applicant as to whether we would like to invite you for an interview or if you have not been successful on this occasion.

References will not be taken up prior to interview.

Deadline for applications: Friday 2 September 2022 (noon)

Interviews: Week commencing Monday 12 September 2022

Equality & Diversity Monitoring Form – please return this page with your application

Gender

- Female Male Non-binary
 Intersex Prefer not to say Prefer to self-describe as _____

Gender Identity

Is your gender the same now as it was assigned at birth?

- Yes No Prefer not to say

Age

- 0 – 15 16 – 19 20 – 24 25 – 30 31 – 34 35 – 39
 40 – 49 50 – 59 60 – 69 70+ Prefer not to say

Sexual Orientation

- Bisexual Gay / Lesbian Straight / Heterosexual Prefer not to say
 Prefer to self-describe as _____

Do you identify as D/deaf, and/or do you have a disability or long-term health condition?

- I am D/deaf I have a disability / long term health condition No Prefer not to say

Religion / Belief

- Buddhist Christian Hindu Jewish Muslim Sikh
 No religion Other: _____ Prefer not to say

Ethnic Origin - Please tell us about your ethnic origin:

South Asian / South Asian British

- Indian Pakistani Bangladeshi Any other South Asian background

East Asian / East Asian British (including South East Asian / South East Asian British)

- Chinese Japanese Any other East Asian background

Black / African / Caribbean / Black British

- African Caribbean Any other Black / African / Caribbean background

Mixed / Multiple ethnic groups

- White and Black Caribbean White and Black African White and Asian
 Any other Mixed/Multiple ethnic background

White

- English / Welsh / Scottish / Northern Irish / British Irish
 Gypsy or Irish Traveller Roma Any other White background

Other ethnic group

- Arab Any other ethnic group Prefer not to say