

Updated July 2016

**Trinity Community Arts Ltd**  
**Volunteer Trustee/Director**

**Role Description**

<b>Title:</b>	Trustee
<b>Responsible to:</b>	TCA Membership
<b>Rate of Pay:</b>	N/A
<b>Hours:</b>	Required to attend a minimum of four meetings and an AGM per year
<b>Duration:</b>	1 year minimum, 3 yearly rotation, 9 years maximum term

**Introduction**

**Trinity Community Arts (TCA)** are inviting people to join our Board of Trustees to help steer the ongoing development of the **Trinity Centre** - our building, organisation and activities. Our activities are designed to engage the community of all ages and promote cohesion. With an arts focus and educational base, we deliver services within these areas, often with reference to the heritage of the building - a former church and hub for music events within the city.

Our Trustees play an integral role in helping to shape and deliver activities at the Trinity Centre. We welcome applications from community champions who can voice the needs of our diverse communities as well as people who have experience in one or more of the following: Arts & Heritage, Education & Training, Management & HR, Finance & Fundraising, Business Development.

The role of individual Trustees is to provide a measured and informed opinion and decision making on matters relating to the work of TCA. Dealing with staff and volunteers, other Trustees, partners and stakeholders, Trustees should demonstrate integrity, diplomacy, openness ambition and innovation in their decision making.

**Duties & Responsibilities**

As a Trustee and Director, your overall responsibilities will include:

- Developing and monitoring the vision of the charity alongside staff, volunteers and the Membership
- Work with stakeholders and beneficiaries in steering the organisation's ongoing mission and purpose
- Engaging with the broader collective through the Membership with any key decision making to ensure widespread consensus is achieved and the needs of our diverse beneficiaries are being considered
- Overseeing the smooth running of the company, including areas such as HR, Legal, Health & Safety and Finance
- Monitoring the company's turnover, ensuring that financial operations are managed responsibly and in line with charity guidelines
- Attending relevant board and sub-committee meetings

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- Abiding by all laws in relation to organising and running TCA and the Trinity Centre
- Ensuring activities of TCA are delivered in line with our charitable objectives and organisational policies, developing new and existing policies as required
- Monitoring and evaluation of the organisation's activities
- Effective organisational planning and resource allocation to meet contractual obligations and Service Level Agreements, in line with our Lease with Bristol City Council
- Serving as a court of appeal to arbitrate in any membership or stakeholder disputes as required
- Being a champion and positive advocate of Trinity, to enhance the organisation's public image and develop its partnerships for the benefit of our communities.

### Person Specification

Applicants should be able to demonstrate:

- Experience and expertise in at least one of the following areas of Trinity's work:
  - community cohesion & engagement, in particular, working with groups that may be marginalised from mainstream services, including refugee or faith communities, young people and older people
  - economic & social regeneration, in particular, working with long term unemployed and those who may face barriers to employment, i.e. ex-offenders
  - heritage & conservation, both architectural and cultural
  - information & multimedia technologies, in particular, Free & Open Source Software
  - music, in particular, live music events
  - theatre & performing arts
  - training, in particular, working with young people who may be disengaged from mainstream learning
  - visual arts, including urban art
- Experience and expertise in at least one of the following areas of governance:
  - business development
  - company and charity law and best practice
  - conflict resolution
  - finance including monitoring, accounting and reporting
  - fundraising and funding applications
  - health & safety law and requirements
  - HR & employment law, in particular, working with volunteers or in the voluntary sector
  - media and press liaison
  - partnership and consortium, including working with local government
  - policy development
  - project or change management
- Ambition, innovation and commitment to achieving the success of TCA
- Integrity, diplomacy and openness in decision making and a flexible approach to working with those with differing backgrounds and experiences
- Accomplished communication and interpersonal skills

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### **Am I eligible to become a trustee?**

Most people over 18 years of age can become trustees, but a few are not eligible. Those who have already been disqualified as company directors and those who have been convicted of an offence involving dishonesty or deception are some of the people who cannot usually become trustees. In some cases, people who receive benefits from the charity may also be ineligible. Full details are available on the Charity Commission website:

<http://www.charitycommission.gov.uk/Publications/cc30.aspx>

### **Application process:**

- Complete an **Equal Opportunities Form** and submit, along with a current CV and Personal Statement to [info@3ca.org.uk](mailto:info@3ca.org.uk)
- Candidates short-listed against application and current skills audit of present Board with suitable candidates being invited to attend an interview
- Selected candidates presented to the Membership at Annual General meeting for election to the Board of Directors by the Trinity Members.