

RECRUITMENT PACK

Trustee
January 2023



HOME

WELCOME

Thank you for your interest in the role of Trustee at HOME.



HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 3 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

Our programme is presented across:

- Five state of the art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch T1 and c.130 seat flexible studio theatre T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In the communities of Manchester



HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

Covid-19 has had a fundamental impact on HOME, our sector and our city. We have worked with the board of trustees and the HOME team, and consulted with audiences, artists and partners, to develop a two-year strategy for 2021-2023, focused on recovery and building a strong platform for the future.





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



HOME's values

Creativity

Bringing imagination, resourcefulness and innovation to our work

Pioneering

Leading the way, breaking new ground, being ahead of the curve, taking risks

Collaborative

Seeking out opportunities for sharing and partnership

Engaged

With our city region and the wider world, with art and artists and with ideas and issues

Open

Welcoming and engaging with multiple voices, ideas and perspectives

Rigorous

Striving to do the best work, valuing quality

Protect the planet

Willingness to work to sustainability agenda



GOVERNANCE AND STRUCTURE

Greater Manchester Arts Centre Ltd (trading as HOME) is legally constituted as both a company limited by guarantee (Company No. 01681278) and a registered charity (Charity Reg. No. 514719). Board members are therefore Directors of the Company and Trustees of the Charity.

The Board is the leadership body for the charity that ensures that strategic and operational decisions are in line with the mission and objectives of the organisation and are operated within the laws and regulations that govern.

The Board currently comprises 11 trustees with 1 of those nominated by local authorities.

Artistic programme, operational decisions and staff management are delegated to the Director and CEO Dave Moutrey and his Executive Team. The Executive Team alongside artistic programming and business management teams are responsible for the day-to-day operation of the organisation including its performance output, business operations and financial management.

TERM OF OFFICE

The term of office is three years, and trustees can stand for re-election to the Board for one additional term of three years. In exceptional circumstances this may be extended further.

We expect attendance in person or remotely (hybrid meetings have been successfully instituted since the pandemic) at all four (quarterly) Board meetings and one strategic away day every year. We would expect the same level of attendance for meetings of any sub-committee that trustees may wish to join. We would also expect that Trustees attend and engage in our programme and events at HOME where possible, with invites extended to all major theatre press nights and gallery openings.

JOB DESCRIPTION

Job title

Trustee

Purpose

Trustees are responsible for the overall governance and strategic direction Of GMAC (HOME), developing the organisation's aims, objectives and goals in accordance with the Memorandum and Articles of Association and other legal and regulatory guidelines.

Main duties

The statutory duties of the Trustees are to:

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- Ensure that the organisation pursues its objects as defined in its governing document;
- Ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy defining goals and setting targets and evaluating performance against agreed targets;
- Safeguard the good name and values of the organisation;
- Ensure the effective and efficient administration of the organisation;
- Ensure the financial stability of the organisation;
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- Appoint the Chief Executive Officer (and Director) and monitor their performance;
- Ensure that the charity's assets are safeguarded and used in ways which provide the best possible combination of service to the public and financial return;
- Ensure the payment of all taxes due to the Inland Revenue;
- Ensure that the company is properly insured; and
- Ensure proper accounts are kept and money owed is collected and that audited accounts are submitted annually to Companies House.

Job Description continued

Additional duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions on key issues, assisting in the recruitment of key senior personnel and providing guidance on new initiatives.

Trustees should note that if the Company is not run within the limits of its financial resources, it is possible that they could be held liable for the company's debts and be disqualified from being a Company Director, if they are not seen to have acted prudently. It is therefore essential that Trustees and Directors are informed of the Company's financial position so they can maintain oversight and monitor the Company's ongoing financial situation. Copies of the charities accounts can be found on the Charities Commission website.

PERSON SPECIFICATION

Experience

Essential

1. One or more of the following areas:
 - Legal
 - Environmental sustainability
 - Finance
 - HR

Desirable

1. Working with or for a charity or not-for-profit organisation.

Knowledge and Interests

Essential

1. Commitment to one or more of the following:
 - Contemporary Visual Arts
 - Film
 - Theatre
 - Digital media
 - Creative Learning

Desirable

1. Understanding of the legal responsibilities & liabilities of a charity trustee.

Practical and Intellectual Skills

Essential

1. Sound, independent judgement and open-minded, creative thinking.
2. Ability to actively support HOME's fundraising plans.
3. Confidence and effective decision-making.
4. Ability to work effectively as part of a team.

Desirable

1. Able to work through issues to resolve conflicts.

Disposition and Attitudes

Essential

1. Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.
2. Ability to contribute to the continuance of the organisation and its future success.
3. Good understanding of the concept of confidentiality.
4. Preparedness to offer personal and professional skills and experience to support the work of the staff when required.
5. Understanding of and commitment to equality, diversity, inclusion and anti-racism.

HOW TO APPLY

The deadline for applications is 28 February 2023 and interviews will be arranged throughout March and April 2023.

In the first instance please submit a CV and short supporting statement to our Executive Administrator at claire.mcintyre@homemcr.org, or you can submit a video application if you prefer.

At HOME we welcome applications from everyone, believing passionately as we do that we are at our best when our team encompasses a broad range of beliefs, vantage points and lived experiences. We particularly welcome applications from D/deaf or disabled candidates as well as members of the Global Majority. If you wish to discuss reasonable adjustments for this role, please indicate this in your supporting statement and we will be in touch with you.

Any personal information that we collect as part of your application will not be shared with third parties for marketing purposes. For more information explaining how we use your information please see our Privacy Policy [here](#).

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Thank you for your interest in this post.



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FOUNDING SUPPORTERS

