



## SALTAIRE INSPIRED

### CHAIR AND TRUSTEE RECRUITMENT 2023

#### Role Description & Person Specification

#### INTRODUCTION

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**Saltaire Inspired** is a volunteer-led charity established in 2010, that creates and delivers visual arts events in and around the unique spaces of the World Heritage village of Saltaire and Shipley West Yorkshire. We work with a range of partners locally, nationally, across Europe, Pakistan and Brazil and are now seeking a new Chair and Trustees as we move into this next exciting phase as part of Bradford's *Culture is Our Plan* in support of Bradford City of Culture 2025.

Through our regular events, Saltaire Arts Trail (May), Saltaire Makers Fairs (May & Sept) and Saltaire Living Advent Calendar (Dec), we engage with local communities and offer opportunities for artists based locally and nationally:

- Exhibiting the work of around 50 local, national, and international artists in our Open Houses trail at Saltaire Arts Trail
- Hosting 70 contemporary craft designer-makers from across the UK at our 3-day Makers Fair in May, plus an additional 45 in our 2-day September event as part of Saltaire Festival
- Commissioning and hosting special exhibitions in the unique spaces of Saltaire and Shipley such as Salts Mill and the United Reformed Church, and through collaborations with local creative organisations and businesses
- Opening around 60 community windows (residential and businesses) in our Living Advent Calendar
- Offering workshop opportunities to people of all ages, allowing them to explore their own creative interests
- Attracting visitors of typically over 6000 for Saltaire Arts Trail and 2500 for our September Makers Fair
- Working with volunteers from the Bradford community who help to support our event management
- Communicating with 6100 Facebook, 6700 Twitter and 4450 Instagram followers, and a mailing list of 2000

As Trustees we employ four regular freelancers: an Event Manager, Makers Fair Co-ordinator, Engagement Co-ordinator and Marketing Manager and additional event-specific freelancers as required. As we are a small team, trustees are very much 'hands on', supporting and helping at our events. Meetings are held monthly in Saltaire throughout the year.

Saltaire Inspired's current Chair is standing down after a successful six-year tenure, along with another long-standing Trustee. We are therefore seeking a new Chair and one or more Trustees who have a commitment to the values of Saltaire Inspired and a passion to develop this small but impactful organisation to the next level.

The Chair will provide leadership and direction to the board and team. We are keen to invite interest from people with a range of expertise who may have had previous knowledge and understanding of engaging and leading at a strategic level, but this is not essential. A Trustee's ability to contribute in a range of ways will be welcome.

We are particularly interested to hear from you if you have the following experience:

**Management:** Strategic leadership and management within a medium-sized or charitable organisation.

**Stewardship and governance:** Trusteeship in a similar size or larger organisation, together with the implementation of best practices.

**Specialist expertise:** An area of expertise relevant to Saltaire Inspired such as arts, accountancy/financial management, project or programme management, human resources or organisational development, fundraising, marketing/communications, or public relations.

## MAIN DUTIES

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Under charity law Saltaire Inspired Trustees have the ultimate responsibility for directing the affairs of Saltaire Inspired, ensuring that it is solvent, well-run and delivering the charitable outcomes.

### The Chair

In addition the Trustee duties listed below, the Chair's responsibilities include:

#### Leadership

Lead the Trustee board and wider team to enable Saltaire Inspired to fulfil its purpose.

Ensure an effective relationship between:

- the Trustee board and the staff/volunteers
- the Trustee board and the external stakeholders/community

Act as a spokesperson and figurehead as appropriate.

Ensure adequate support and supervision arrangements are made for the team.

Plan and prepare Trustee and other meetings and the AGM, with others as appropriate.

Chair Trustee meetings ensuring:

- A balance is struck between time-keeping and space for discussions.
- Business is dealt with and decisions made.
- Decisions, actions and deliberations are adequately minuted.
- The implementation of decisions is clearly assigned and monitored.

Ensure that a successor is found before the term of office finishes.

### Trustees (including the Chair) duties include:

#### Strategic Direction

Ensuring that Saltaire Inspired has a clear vision, mission and strategic direction and is focused on achieving these,

along with overseeing operational plans, budgets and the fundraising strategy to support the vision, mission and strategy.

### **Performance Management**

Trustees are responsible for the performance of Saltaire Inspired and its impact upon partners, volunteers and local community as well as overseeing recruitment and support of freelance staff, interns and volunteers.

### **Compliance**

Trustees must ensure that Saltaire Inspired complies with all legal and regulatory requirements and to review the constitution regularly to ensure it is fit for purpose.

### **Prudent Management of Assets**

Acting as stewards of Saltaire Inspired's assets, both tangible and intangible, ensuring that Saltaire Inspired's financial obligations are met; that there are adequate financial controls in place to ensure all money due is received and properly applied; and that all assets and liabilities are recorded.

Ensuring that the major risks to Saltaire Inspired are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

### **Good Governance**

Ensuring that Saltaire Inspired's governance is of the highest possible standard, that major decisions and policies are made by the trustees acting collectively, and that governance structure and performance are reviewed regularly.

## **CHAIR PERSON SPECIFICATION**

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In addition to the Trustee competencies details below, the Chair should demonstrate:

A willingness and ability to lead and provide direction to the organisation

Tact, diplomacy and powers of persuasion.

Experience and relevant knowledge which will support Saltaire Inspired's purpose

Relevant skills to run a meeting well.

## **TRUSTEE PERSON SPECIFICATION**

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Saltire Inspired Trustees are expected to demonstrate the following personal competencies and the capacity to apply these to the direction of a large and complex organisation:

### **Commitment to:**

The duties and liabilities of being a charity Trustee

- the vision, mission, values and aims of Saltaire Inspired
- the organisation's values of equality, inclusivity and diversity
- time and effort, including monthly trustee meetings in Saltaire (in person and/or remotely), additional meetings as required, and attendance at regular events in Saltaire throughout the year.

### **Focus on:**

Applying knowledge strategically

Thinking creatively

Keeping mission-focused

Analysing and evaluating management information and other evidence

### **Communication and Team Working to:**

Take an active part in discussions sensitively, inclusively, and respectfully  
Ensure influence and engagement within the team  
Challenge constructively and positively

**Accountability to:**

Exercise sound and independent judgement  
Make and stand by collective decisions, including those which may be unpopular  
Manage difficult and/or challenging situations  
Maintain confidentiality on confidential and/or sensitive information

**APPLICATION INFORMATION**

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*We are committed to creating a diverse environment which values a range of different kinds of personal and professional experience, and reflects Bradford's diverse community. We encourage applications from people of all backgrounds, communities, identities and interests.*

**To apply, please complete and return the expression of interest form to [team@saltaireinspired.org.uk](mailto:team@saltaireinspired.org.uk) by Friday 14 July.**

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Further information about Saltaire Inspired:

[www.saltaireinspired.org.uk](http://www.saltaireinspired.org.uk)

Facebook & Instagram: @saltaireinspired

Twitter: @SaltaireArt