



Trustee Application Pack

Who are the Groundlings Theatre Trust?

The Groundlings Theatre Trust is a Charitable Incorporated Organisation, registered charity number 1186929, formed in April 2020. As an organisation, we are a community theatre company and drama school that provide professional entertainment and training alongside an outreach programme that provides services and opportunities to our local community.

Our drama school is the best value for money in the area, providing unprejudiced opportunities for both young and old complemented by our yearly programme of in-house productions that both entertains the community and highlights its grassroots talent. We are also supported by a volunteer base who we look to provide safe and secure opportunities to connect, follow their interests and upskill themselves.

Based in Portsmouth on the south coast of the UK, we have recently moved to the Boathouse 5 building in the Historic Dockyard and with this, the curtain rises on an exciting new chapter with a space that has complete step free access for everyone from street to stage, while maintaining our unique connection to community and heritage.

Our Purpose

Our objective as laid down in the Trust's constitution is the advancement of the performing arts, in particular the art of drama in the City of Portsmouth and neighbouring districts for the public benefit by:

- a) Education the public and growing public understanding and appreciation of the performing arts through the delivery of arts events and performances;
- b) Providing opportunities for participation in the performing arts including in the production of arts events and performances, particularly but not exclusively by young people.

Our Values

- To apply creativity to everything we do
- To encourage and inspire use of imagination
- To foster an atmosphere of achievement and confidence
- To enrich the lives of our community and the city of Portsmouth by acting as an opportunities hub that nurtures creativity and curiosity
- To be a welcoming, safe space open to everyone
- To be ambitious, ambassadors for Portsmouth
- To celebrate and educate our community of our unique heritage

www.groundlings.co.uk
Groundlings Theatre is operated by The Groundlings Theatre Trust

Trustee Role

About the Role

Our Board of Trustees is made up of volunteers who have an important role in steering Groundlings Theatre Trust, to ensure the success of the charity in developing and promoting Groundlings Theatre. The role of a trustee is to ensure that the Groundling's Theatre Trust fulfils its duty to its beneficiaries and delivers on its vision, mission and values. The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Our Board consists of six individuals and we're looking to grow that to nine. Specifically, we're seeking trustees with professional backgrounds in the following areas:

- Theatre Programming and Management
- Theatre and drama school operations
- Governance, Board secretary
- Human resources and/or employment law
- Fundraising
- Finance

This is a voluntary position with the Board currently meeting monthly with a commitment to a few hours between meetings to take on governance-related tasks as required. We are always interested in increasing the diversity of our Board, so we are particularly keen to recruit individuals from all areas of the community. We are open to applications from people who are new to trusteeship as well as those who are experienced trustees.

Responsibilities

- Contributing actively to the board of trustees in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Ensuring that the organisation complies with its constitution, charity law, company law and any other relevant legislation or regulations.
- Ensuring financial stability of the organisation, protecting and managing any charity property and ensuring the proper investment of the charity's funds.
- Maintaining financial control and ensuring that the organisation does not spend money on activities which are not included in its own charitable objects, no matter how worthwhile or charitable those activities are.
- Drawing up and monitoring the implementation of internal policies including equality and diversity, safeguarding, as well as health and safety policies and key human resources policies.
- Safeguarding the good name and values of the organisation and help maintain effective board performance.
- Jointly with other trustees, holding the charity "in trust" for current and future beneficiaries

Job Specific Tasks

- Attend and participate in the Trust meetings and the organisation to enable it to fulfil its purpose, ensuring:
 - Neutrality and team work are central.
 - Challenging appropriately and positively.
 - Actions and deliberations from the previous meeting are monitored.
 - Reporting on areas of delegation.
- Encourage courteous co-operation and develop effective relationship between the board, the staff, the volunteers and building users between all of the Trustees, Advisors and Volunteers.
- To participate in working groups, clubs or committees as agreed according to the expertise you bring to the Trust.
- Ensure good productive relationships with all Trustees/Directors.

Qualities

- A willingness to participate in and for the organisation and the time to do so.
- Possess tact, diplomacy and powers of persuasion.
- Possess relevant knowledge and skills that contribute the overall breadth of skills that the Trust holds

Interested in applying?

If you would like to have an informal conversation or to apply, please fill in the attached form or send and email with the relevant details to office@groundlings.co.uk.

Trustee Application Form

Applicant Information

Full Name: _____ Date: _____

Address: _____

Post code _____

Phone: _____ Email _____

References

Please list two references.

Full Name: _____ Relationship: _____

Company: _____
(if applicable) Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____
(if applicable) Phone: _____

Address: _____

Experience

Please detail all of your relevant personal and professional experience relevant below, including reference to any of the skills we are particularly seeking. Please also give us some indication of why you would like to be considered as a Trustee for Groundlings Theatre Trust. Please attach a CV if you have one and indicate your availability to perform the duties of a Trustee.

Disclaimer and Signature

I certify that there is no legal reason for me not to be considered and that I can sign the charity commission disclaimer.

I confirm that there are/are no perceived conflicts of interest (please give any details above if required)

Signature: _____ Date: _____

Thank you for your application.