



Recruitment: Chair / Two Co-Chairs of the Board

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

Advertised: Friday 6th May 2022 | Closing date: Friday 10th June 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 a number of 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, and the current Co-Chairs, Amanda Dalton and Patricia Weller, who, in the absence of a paid helmsperson, had been doing much of the work for two years, are now ready to pass the baton of the role of Chair of the board of trustees

on. Amanda and Pat are ready to step down as Co-Chairs, but with their considerable knowledge and experience, intend to remain on the board, to support the Creative Producer and a proper handover to the next Chair(s).

We currently employ two freelancers year-round: the Creative Producer (currently working 3 days per week) and an Administrator / Company Secretary (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 three board members has been established, and the new Chair(s) would be welcome to join this sub-committee.

In seeking a new Chair / two Co-Chairs, 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 Chair

In our next Chair of the board of HBA we are looking for an experienced, committed and enthusiastic professional, who is passionate about our mission and who can provide strategic leadership and oversight in addition to offering support to the Creative Producer.

We are open to expressions of interest to job-share this role, and invite applications made in tandem, or made with the preference to work as a Co-Chair, subject to us finding a suitable role-share partner. Please indicate your preferences within your covering letter.

An understanding of the creative industries and the charity sector, and some existing 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 Chair 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 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 in 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, so that you have experience of some of: reading company and charity accounts; working on producing / managing budgets; assisting with fundraising and grant applications; and gaining sponsorship would be valuable in your role as Chair.

As Chair / Co-Chair you will provide direction, challenge and support to the creative delivery team, act as an ambassador for the charity and ensure fundraising is seen as a priority and contribute to the process. You'll be responsible 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. You will bring your knowledge and skills to planning and strategy, which you will use to understand, assess and take strategic risks, acting both as Chair and through the board as a whole.

We're launching our new project, Open Space 70, on Saturday 4th June at Hebden Bridge Town Hall, and prospective applicants are welcome to come and see what we are about and chat to board members and our freelance team.

Additionally, 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 Lisa Graham on contactus@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:

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

Our Mission

- o To enhance and enrich the lives of the people of Hebden Bridge and the Calder Valley
- o To be a central creative resource for the community
- o To enable imaginative ideas to flourish and alongside artist development
- o To work collaboratively with a wide range of stakeholders and partners
- o 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.

The groups we've been working with this spring are:

- o Sanctuary seekers at St. Augustine's Halifax
- o Parents and their babies and toddlers, and nursery children at Todmorden Children's Centre
- o Year 10 GCSE art pupils at Rastrick High School
- o Young people aged 10 to 14 with Time Out project, part of Healthy Minds Calderdale
- o Isolated and senior community members with Calder Community Cares
- o The public, those with access needs and families, working with Community Rights of Way Service (CROWS) and Hebden Bridge & Mytholmroyd Walkers Are Welcome groups.

'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.

Beyond the immediacy of the neighbourhood partnerships that 'Land Marks' is building, 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 spring 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 attic, 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

The Chair, as a board member, 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 chair around 6 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.

As Chair, there will also be regular scheduled calls / online meetings and emails with the Creative Producer and Administrator. You will need to contribute to the production of documents by reading and commenting on drafts prepared by the creative delivery team, including the board meeting agenda and approving the first draft of minutes of meetings. You'll need to approve the payment of larger invoices and approve the monthly management accounts produced by our Administrator and Creative Producer. You'll also prepare an annual report covering the activities of our financial year, which runs from January to December.

We estimate the time commitment of the role of Chair to average at around two days a month / half a day a week, in addition to board meetings, attendance at our events and 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 being able to act in the role of Chair for 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 Chair of the Board include:

- Leading an organisation at a strategic level, including the chairing of meetings
- 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 / phone / online 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, the Chair is 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 direction, challenge and 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 an external 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 act in the role of Chair of Hebden Bridge Arts, and the qualities and skills you feel you can bring to our organization. Please indicate if you would prefer to undertake this role as a job share, or if you would be willing to do so if this was our preferred position.

Send your letter, CV, and equal opportunities monitoring form to Lisa Graham, Administrator & Company Secretary via email: contactus@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 contactus@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 10th June (noon)

Interviews: Week commencing Monday 20th June

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