

Artlift Trustee Role & Application Information

About our Board of Trustees

The Board of Trustees ensures that we operate within the law and meet our charitable objectives. In consultation with our Executive Director, Trustees set strategic priorities, monitor the charity's performance, and make sure we are working to our vision, mission and values in everything we do.

The Board currently has six Trustees who bring work experience from across the arts, charity, adult education, and health sectors, with some members sharing lived experience with our target beneficiaries. We are now actively seeking to diversify our Board to include representatives of minority ethnic communities. We are also specifically seeking Trustees to fulfil the roles of Treasurer and Company Secretary.

The position is unpaid, though reasonable expenses (such as travel to meetings) can be reimbursed by mutual agreement. A full induction is offered to new Trustees, including visits to Arts on Prescription sessions.

About Artlift

Artlift is a specialist creative health charity co-producing Arts on Prescription programmes and projects with and for people living with mental health challenges, long-term chronic pain and/or who are living with or moving on from cancer.

We embed choice into our programmes and projects, offering them in as many locations across Gloucestershire as possible, as well as online, and drawing on various arts activities including drawing and painting, arts and crafts, creative writing, drama, hip hop, and carnival arts. We focus on creativity rather than technical skill; no prior talent or experience in the arts is needed to join an Artlift programme.

Most of our participants benefit from working in online or community-based groups. On our main programmes, each person has access to ten weekly sessions and up to 3 Creative Check-ins one-to-one with their Artist Facilitator. We also employ a Creative Navigator who works alongside people facing more complex or severe challenges, who need a more tailored and possibly longer programme of Arts on Prescription.

All Artlift participants are supported to sustain their peer connections, arts practice and thereby wellbeing, through:

- Artist guidance to support establishment of 'Move On' plans or participant-led groups;
- Access to private / password protected online groups and resources.

We have honed our approach to Arts on Prescription by co-producing with health sector partners and people with lived experience. We also continually reflect and work to improve positive impact on our participants' health and wellbeing through analysis of data shared with our long-term partner University of Gloucestershire.

Our strategic objectives for the period 2021 – 2023 are:

1. To broaden understanding of the positive impact of Arts on Prescription and better define and raise Artlift's and partners' quality standards
2. To secure a sustainable future for Artlift through a business model attracting new income streams and a diverse, expert and well supported talent pool

3. To maintain, engage a greater diversity of participants in, and support progression routes from, a range of successful arts and health interventions

More information about our programmes, history, research and our team and Board can be found on our website www.artlift.org.

Trustee – Role Description

Remuneration: The role of trustee is unpaid but reasonable travel expenses may be claimed

Location: currently all meetings are held on Zoom. If face-to-face meetings resume, they are likely to be in or near Gloucester.

Time commitment: Up to 4 board meetings annually, usually held between 4 and 6pm. Working groups and Sub-Committees are organised as required and there is a Trustee representative on each of Artlift's Co-Production groups (which meet quarterly for 1 – 1.5 hours). Staff members may contact individual trustees between meetings on matters relating to their areas of expertise.

Term of Office: Trustees serve a 3-year term and can serve for a maximum of 3 terms.

Trustee responsibilities:

The statutory duties of any charity trustee are:

- To ensure the charity complies with its governing document and pursues its defined objectives
- To contribute actively to giving clear strategic direction, setting overall policy, defining goals and setting targets, and evaluating performance
- To safeguard the charity's good name and values
- To ensure the charity's effective and efficient administration
- To ensure the charity's financial stability, protecting and managing its property and ensuring the proper investment of its funds.
- To appoint the Chief Executive and monitor his or her performance

Artlift Trustees are asked to:

- Attend Board meetings, reading papers in advance, focusing on key issues and contributing relevant knowledge, advice and guidance for the benefit of the charity.
- Ensure that Artlift complies with its governing document, charity law and any other relevant legislation or regulations, and pursues objectives as defined in the Constitution.
- Ensure financial stability: understand Artlift's financial position, ensure financial reports are brought before the Board on a regular basis, that funds are appropriately invested, and that the charity applies its resources exclusively in pursuance of its objectives.
- Ensure legal compliance and best practice policies and procedures, including appropriate levels of insurance, data control, safeguarding processes, incident reporting, inclusion, equality and diversity protocols, etc.
- Give firm strategic direction to the organisation by setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Actively support delivery of income generation plans and profile raising, including attendance at key meetings and events.
- Keep informed about the charity's activities and wider issues which affect its work.
- Scrutinise, be collectively responsible for, and support the work of individual Trustees with delegated authority and the charity's employees.

- Champion and support delivery of specific initiatives from time to time, e.g. representation on Co-production Groups, recruitment and interviewing, policy development, bid writing, systems improvements.
- Safeguard the good name and values of the organisation.
- Declare any conflict of interest while carrying out the duties of a trustee.

Trustee - Person specification

The ideal Trustee will have:

- Commitment to our aims and a willingness to devote the necessary time and effort
- A keen interest in mental and/or physical health and an understanding of the issues facing vulnerable adults
- Appreciation of the challenges and opportunities facing a small charity working cross-sector
- Sound judgement and effective decision making
- Good communications skills, tact and diplomacy and an ability to work effectively as a member of a team
- A willingness to share insights, learning and practices from other sectors and organisations and to share contacts and opportunities

In addition, new Trustees will ideally have:

- Proven experience and skills in strategic planning and leadership.
- An understanding of good governance and of the Trustee and Executive Director roles.
- Understanding of the legal responsibilities and financial liabilities of being a Trustee

With a view to diversifying the range of skills and lived / work experience and addressing gaps in representation on Artlift's Board, we would particularly welcome applications from people with:

- A minority ethnic background.
- Finance sector experience, interested in the role of Treasurer.
- Legal, fundraising, HR and/or PR and marketing and/or digital experience.

We are keen to build a diverse team of people to steer the charity and welcome applications from all sectors of society including those who do not have prior experience of being a Trustee. We will provide a full induction and on-going support and training to those who are new to the role of a charity Trustee.

How to apply

Please complete our Trustee Application and Equal Opportunities Monitoring forms.

If you would like an informal chat about the role in advance of applying and/or would like to apply in a different format, please contact our Executive Director cath@artlift.org / 07917 796 959.

Deadline for applications: Monday 28 March.

Please note, we will review applications and arrange interviews where appropriate as applications are submitted with a view to new Trustees joining us to observe our April 2022 Board meeting.

We look forward to receiving your application.