**BlackFest LTD Trustee**

**Summary**

Liverpool’s grassroots black arts organisation, BlackFest is recruiting new Board members to join the team ahead of our flagship 2023 festival. The time commitment involved is usually equivalent to **2 and a half days per month**. You will be required from time to time to deliver some aspects of the business. This comprises of **quarterly Board meetings** per year, plus other **sub-committee meetings**, an **annual general meeting**, **time to study papers**, **festival events**, **actively fundraising**, **representing BlackFest** **nationally**, **office administration support** and other events.

**About us**

BlackFest LTD presents a combined black arts festival delivered annually which takes place in Liverpool. It takes place over 1 full week across the city’s arts organisations, community spaces, creative hubs and online. Our programme includes dance, visual arts, music, film, literature, theatre and community productions. Our portfolio has expanded to national touring in 2020 with one project being showcased in London and we have worked with international artists 20-2021. It is developed with a programme of research, education, residencies and commissions. BlackFest is committed to presenting a diverse and innovative programme of new writing which speaks to and reflects contemporary society.

We are seeking inspiring and dynamic individuals to join our Board of committed and proactive directors and passionate team of freelance staff. The position is unpaid, although reasonable travel and other expenses will be reimbursed.

*We can apply reasonable monetary value for your time in extreme circumstances depending on your input as we are a grassroots organisation, we are currently building the foundations and infrastructure of the company which requires a lot of dedication.*

We welcome all applicants who are willing to commit their time, energy, and experience to provide strategic support to the organisation. Furthermore, we are particularly interested in people who would bring an understanding of one or more of the following fields:

• Finance and accounting

• Legal services

• Sustainability and environmental concerns

• Learning and Communities

• Fundraising

**Ideally you will be:**

• Based, or connected, to Liverpool - either professionally or personally

• Passionate about charitable aims and the difference they make to the broadest of audiences;

• Enthusiastic about the arts, and the power of creativity to transform lives;

• Brave, with a sense of adventure to help us to deliver future BlackFest festivals and develop national and international work.

The time commitment involved is usually equivalent to 2 and a half days per month, more than likely you will be required from time to time to deliver some aspects of the business due to the size of our micro-organisation. This comprises of quarterly Board meetings per year, plus other sub-committee meetings, an annual general meeting, time to study papers, BlackFest opening, actively fundraising, representing BlackFest in the arts sector nationally, office administration and other events. Meetings will be held in Liverpool and at times online, and there may be events in other locations in the UK.

Qualities we are looking for:

• Provides entrepreneurial leadership within a framework of prudent and effective controls which enable risk to be assessed and managed

• Be a part of BlackFest’s strategic aims, ensures that the necessary financial and human resources are in place for the Company to meet its objectives, and review management performance

• Contributes and creates the BlackFest’s values and standards and ensures that its obligations to its shareholders and others are understood and met. The Chair

• Maintains a high profile and takes a leading role in the public representation of, and advocacy for, BlackFest LTD.

• Ensures that the Board functions effectively

• Ensures that the Trustees undertake their responsibilities diligently

• Ensures that BlackFest LTD meets its strategic aims

• Advises and line manages the BlackFest Director. Trustees

• Constructively contribute to the overall strategic direction, policy, objectives and targets

• Take an active role in the preparation and approval of the business plan

• Observe the BlackFest Board’s articles of association, charity and company law and other regulatory requirements

• Participate in the BlackFest Board’s various sub-committees

• Act as the employer of the BlackFest Director

• Comply with the Biennial’s Diversity & Inclusion policies

• Ensure that BlackFest operations are evaluated effectively

• Safeguard the BlackFest’s financial stability, including approval of the annual accounts

• Approve the annual budget and advise on major resource issues

**BlackFest LTD have a collective passion for combined arts due to the talent within the communities and artists we represent and are drawn from diverse backgrounds, with skills or experience in a particular area, primarily the arts, but also, education, fundraising, marketing, or business leadership.**

Board members are not expected to take on sole responsibility for their area of expertise, as the Board is collectively responsible for its decisions and actions.

Trustees are expected to involve themselves in committees and other matters according to their particular interests and skills. In order to make an effective contribution to:

• An interest in combined arts

• Diverse professional networks

• An understanding of, and a commitment to Liverpool Biennial and how it works within the cultural ecology of the UK

• A desire to work in the best interests of Liverpool Biennial, without regard to personal interest or benefit

• Objectivity, fairness, integrity, wisdom, discretion, and good judgment

• Strategic vision, creative thinking, independent judgement and ability to focus on practical issues

• Effective advocacy and communication skills

• A willingness to play an active role in fundraising

• An understanding of good governance in business, the public or not-for profit sector and the duties and responsibilities of trustees. More details about the legal obligations of trustees can be found on the Gov.uk website here

• No significant conflicts of interest Time Commitment

• Time commitment is usually the equivalent of one-half day per month, although more may be required from time to time. This includes four Board meetings, an annual general meeting and other sub-committees, as necessary. In addition, time will be needed to study meeting papers, and attend the Festival opening and other events.

• The Chair and Trustees should be prepared to serve for two three-year terms and in some circumstances serve a third term

• Board and committee meetings are held either in Liverpool, in London or on-line.

If you would like to express your interest, please send the following documents as an email attachment to Jennifer Burns on jennifer.burns@blackfest.co.uk.

• A letter of interest showcasing your relevant skills and experience and how you will benefit BlackFest LTD

• A current most up to date CV

• The names and full contact details of two referees.

If for access reasons and any other reasons a CV and letter is not suitable to the way you operate, you can send us a three-minute video, highlighting your skills and telling us why you think we should consider you as a Board Member. Please email your full contact details and a three-minute video to jennifer.burns@blackfest.co.uk.

It would be helpful if you could complete a separate Equality & Diversity Monitoring Questionnaire, found here, to enable us to monitor the effectiveness of our selection policy and processes and ensure that our recruitment is reaching an optimally diverse audience.

Answers will be treated in confidence and used for statistical monitoring purposes only and will not be seen by the Appointment Committee.

**Eligibility The law places certain restrictions on becoming a charity trustee:**

You cannot be under the age of 18, previously been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the Company Director’s Disqualification Act 1986, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent). If you are in any doubt about your eligibility, visit the Charity Commission website at www.charitycommission.gov.uk.

**Although selection as a Trustee is not a public appointment.**

The **seven principles of public life** as defined by the Nolan Commission *selflessness, integrity, objectivity, accountability, openness, honesty and leadership* **are applicable to this role.**

All new Trustees will be offered full induction training which is mandatory in attending, and we will offer further support and training to anyone who may be serving on their first ever Board. We hope that you feel that you have the desire, passion and skills to join the BlackFest Board, and are looking forward to hearing from you.

Thank you for your interest in joining the Board of Trustees of BlackFest LTD, the UK’s first Combined Black Arts Festival based in the heart of Liverpool established in 2018, which is a not-for-profit organisation only supported by project grants through Arts Council England and National Lottery Community Grant and other trusts and foundations. BlackFest LTD is a project that platforms, supports and develops BIPOC communities and artists thus an understanding of the nuances around race and anti-racism work is of paramount importance.

**The closing date for expressions of interest is 17th February 2023, after which a committee of the Board will review applications and invite a short-list of applicants to interview.**

**Interviews will take place in Liverpool, week commencing 27th February 2023.**