

April 2026

ROLE DESCRIPTION

Chair/ Co-Chair of Trustees

the  **GAP**



ABOUT THE GAP

Founded as a grassroots group in 2009, The GAP Arts Project today is an ambitious, well-respected, venue-based and community-facing company, known for the quality and integrity of its work, led by a skilled and experienced team of young and driven arts leaders, supported by committed and attuned Trustees. The GAP joined the Arts Council of England's national portfolio in April 2023, with funding secured until at least 2028.

Based in the top 10% of the most deprived and diverse communities in the UK, The GAP is the only cultural venue dedicated to young people's creativity in Birmingham. Designed for and with young people to be inclusive, inspiring and welcoming—with a multi-purpose venue, Young People's space and community garden—we host exhibitions, community conversations, family activities and live music, theatre and social events, as well as creative and cultural participatory projects with young people aged 0-30 years.

Our specific mission is to engage the under-represented young people of three key groups of beneficiaries in meaningful and transformative arts experiences: the youth of Balsall Heath and its surrounds; young asylum seekers, refugees and migrants in Birmingham; and young artists in the Midlands. We have a dynamic and diverse youth forum—The Culture Collective—which helps shape The GAP's cultural provision, informs our youth engagement strategy, and to whom we offer a range of development opportunities along clear progression routes.

This is an exciting moment to join the organisation, as we move to a new venue, embark on a new organisational strategy prioritising arts education and embed a new three-way directorship.

To read more about The GAP please visit
www.thegapartsproject.co.uk



OUR VISION

Our vision is for generations of young people to use creativity to know, navigate and challenge an increasingly uncertain and complex world.

OUR MISSION

We offer Young People freedom to explore what matters to them in the world and the tools to imagine a meaningful future.

We facilitate creative, cultural and collective learning that develops empathy, responsibility, critical thinking and leadership.

Our home in Balsall Heath provides a flexible space for experimentation and collaboration and an inclusive and nurturing environment for us to share with our core communities.



OUR VALUES

Solidarity

Solidarity is the practice of justice in action: action in the time of the now. It is a commitment to defending each other and to the future.

Humility

The practice of humility lies in understanding that each person's unique life experiences, knowledge and choices are of no greater or lesser importance than anyone else's. It is to de-center ourselves from the world, to respect difference, and to open ourselves up to listening and learning from others and from the natural world.

Possibility

Contrary to social expectations and constraints, every young person embodies a wealth of possibility. The greater the constraints, the greater the need for unlocking imagination and creativity as tools for recognising and embracing potential.

SALARY

This role is voluntary.

Any expenses necessary to carry out the role will be reimbursed.

TIME COMMITMENT

Trustee meetings take place quarterly, often midweek, 6:30–9pm. Meetings are typically online with at least an annual in person meeting. In between meetings trustees will need to set time aside to respond to emails, read paperwork and contribute to online discussions.

In addition, our Chair will be expected to meet with the Senior Leadership Team 1–2 times a month and to spend 4–8 hours a month supporting the organisation.

BENEFITS

- Contribute to the financial sustainability of a grassroots charity.
- Play a significant role in shaping the future of the organisation.
- Complimentary evening meal before in person trustee meetings.
- Access to relevant training, and annual organisation wide training days, free of charge.
- Invitations to events and activities run by The GAP.
- Opportunity to speak publicly and represent the organisation.

LOCATION

The role can be carried out remotely however trustees will be asked to travel to our venue The GAP, in Balsall Heath, Birmingham for a minimum of one meeting a year. Travel expenses are available to support attendance.

OUTLINE OF THE ROLE

We are a Charitable Incorporated Organisation (CIO) and a youth- and artist-led organisation. A significant proportion of our core team, employees, volunteers and trustees are young people and some were part of the original founding members from 2009. We have grown organically, developing our practice around these young people, their drive and skills, providing training and mentoring to support them to become highly experienced and skilled arts leaders, administrators and workers in their own right.

We have seen significant growth and development as an organisation which has been recently recognised by receiving National Portfolio Organisation (NPO) status from Arts Council England for April 2023–March 2028.

We are looking to recruit a new Chair of Trustees to lead our board at an exciting time. As Chair you will work closely with our three Directors to ensure that the organisation is working towards the fulfilment of its mission and its responsibilities against Arts Council England's four investment principles for National Portfolio Organisations.

We would particularly welcome applications from individuals with skills, knowledge and experience in the following areas:

- Leadership and Management: to support our governance and core team during a period of change.
- Fundraising: either through trusts and foundations or other revenue streams.
- Organisational Development: as we continue to transition from being mostly project funded to being core funded
- Capital projects: to support the refurbishment and retrofitting of our new venue

We are particularly keen to hear from candidates who are representative of our core beneficiary groups (Young People; People from Balsall Heath; Refugees, Asylum Seekers and Migrants; Artists from the West Midlands).

We are open to applications to be a Co-Chair.

Training and support is available for candidates for whom this would be their first trustee role, particularly Young People.

**OUR CURRENT
BOARD OF TRUSTEES**

To find out more, visit
[www.thegapartsproject.co.uk
/meet-the-team](http://www.thegapartsproject.co.uk/meet-the-team)



UMA LANKA



ADEWUYI ALABIA



ANNA HIMALI HOWARD



LAURA CLARKE



DAMIAN J. HURSEY



ADAM IQBAL-MCLEOD



MIKA ABDULLAYEVA

ROLE DESCRIPTION

Trustees have independent control over, and legal responsibility for the charity's management and activities. This role description outlines the duties & expectations of a trustee and how these can be met through their actions.

Duty 1:

To understand The GAP Arts Project's charitable purpose and ensure we carry them out and operate for public benefit.

Delivered by:

- understanding what we are set up to achieve (our charitable purposes)
- being able to explain how all of The GAP Arts Project's activities further or support our charitable purposes
- understanding who we are there to benefit (our beneficiaries) and how the beneficiaries benefit through what we do
- understanding any order of priority to the services and benefits we provide and any restrictions on what we can do or who we can help (geographical or other boundaries; or specific criteria that beneficiaries must meet)
- understanding how The GAP Arts Project benefits the wider general public by carrying out our charitable purposes

Duty 2:

To ensure The GAP Arts Project complies with its constitution, Charity Law and any other relevant legislation or regulations.

Delivered by:

- understanding the constitution including rules on trusteeship, membership, holding meetings and passing resolutions
- understanding the legal duties of a trustee
- ensuring the Charity Commission is informed of any changes to the organisation and the annual return and annual accounts are submitted in time
- ensuring any serious incidents are reported to the relevant bodies
- taking reasonable steps to find out about legal and regulatory requirements and keeping up to date with equality, data protection and copyright law

Duty 3:

To provide strategic direction to The GAP Arts Project and act in its best interests.

Delivered by:

- using our charitable purposes to inform planning and future goals
- setting overall policy, defining goals and targets and evaluating performance
- safeguarding the values and reputation of The GAP Arts Project
- making balanced and informed decisions, thinking about the long term as well as the short term
- monitoring conflicts of interest and avoiding situations that compromise your ability to prioritise the organisation

Duty 4:

To act with care and manage The GAP Arts Project's resources responsibly.

Delivered by:

- developing appropriate controls and policies
- ensuring effective and efficient administration
- ensuring and promoting financial stability
- developing appropriate budgets and relevant fundraising strategies
- protecting and managing any assets and reducing liabilities wherever possible
- pay due regard to the impact you and the organisation has and will have when it comes to environmental and social justice
- assessing, managing and reviewing risk
- ensuring all staff are trained and clear on their roles, responsibilities and organisational policies
- giving enough time, thought and energy to your role by preparing for, attending and actively participating in all trustees' meetings
- using reasonable care, making use of your skills and experience and taking advice when necessary
- monitoring and dealing with any complaints and taking prompt and appropriate action if things go wrong or in the event of a mistake
- providing accountability to anyone with an interest in the organisation



HOW TO APPLY

All applicants are required to submit the following:

A CV and cover letter addressing which particular skills and experience you would contribute to our current period of growth and transition, why you want to apply and what makes you the ideal trustee for the role.

DEADLINE FOR APPLICATIONS

14 June 2026

SEND TO

john@thegapartsproject.co.uk

We encourage those applying to read through our latest annual review (Accounts and annual returns, THE GAP ARTS PROJECT - 1156090, Register of Charities - The Charity Commission).

We strongly encourage prospective trustees to visit The GAP in advance of applying, if possible. To arrange a visit or an informal chat about the role, please email John Bloomfield, Director (Executive) at john@thegapartsproject.co.uk

Thank you for your interest in our organisation and the crucial role that trustees contribute to our work.



the GAP

The GAP Arts Project
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Supported using public funding by

**ARTS COUNCIL
ENGLAND**