

SEPT 2023

ROLE DESCRIPTION

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, and set to join the Arts Council of England's national portfolio 2023-2026 this April.

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 gallery, workshop space, rehearsal room, 'listening space', arts library and community café - it hosts exhibitions, community conversations, family activities and live music, theatre and social events, as well as creative and cultural participatory projects with young people aged 7-30 yrs.

Our specific mission is to engage the under-represented young people of three target communities 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.

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



OUR VISION

Our vision is of creative young people with liberated minds, a passion for life, and a humble curiosity about others; young people with a sense of purpose and self-worth, who are active agents for change and justice – in their own lives, in their communities and in the wider world.

OUR MISSION

Our mission is to facilitate young people to use creativity and culture as tools for exploring the world imaginatively, for making meaning, creating their own values, developing their sense of justice, and building a sense of belonging within the community.



OUR VALUES

EXPLORATION

Exploring life creatively and collectively, making meaning and nurturing a permanent state of enquiry all lie at the root of our creative and cultural engagement.

IMAGINATION

Imagination is the infinite tool that drives our creativity. By liberating our imagination we can conceive new possibilities and transform our world and ourselves.

JUSTICE

Justice is having all our rights respected and needs met. We nurture creative and constructive ways of voicing difference and dissent, of imagining what a just world would look like and seeking to develop our own justice-focused practices.

BELONGING

Belonging is feeling safe, included and valued. Rooting our work in the lived experiences of the communities we serve and belong to, and by placing care at the centre of our practice, we work to build a culture of belonging.

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. In between meetings trustees will need to set time aside to respond to emails, read paperwork and contribute to online discussions. Each trustee is also expected to join one of our working parties which also meet quarterly for around 1.5hrs and involve pre-reading and preparation time. As chair of trustees, you will also be required to attend Arts Council England events as and when requested and may need to meet separately with the CEO and/or NPO relationship manager on a sporadic basis.

BENEFITS

- Opportunity to lead the diverse and dynamic board of a 2023–26 Arts Council England National Portfolio Organisation (NPO)
- Playing a significant role in shaping the future of the organisation.
- Complimentary evening meal before 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

While meetings may occasionally be run virtually, you must be able to travel to our venue The GAP, in Balsall Heath, Birmingham when required

OUTLINE OF THE ROLE

We are a Charitable Incorporated Organisation (CIO) and a youth- and artist-led organisation. The majority 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 2026.

We are looking to recruit a new chair of trustees to lead our board at an exciting time. As chair, you will work in close collaboration with CEO to ensure that organisation is working towards the fulfilment of its mission and ensuring that The GAP is working towards the fulfilment of its responsibilities against Arts Council England's four investment principles for NPOs.

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

- Leadership and management – to support us to develop our governance as we move from being project funded to being core funded
- Monitoring and data analysis – to support us in preparing a data strategy alongside supporting with project evaluation and project planning.
- Digital and IT infrastructure – to support us to incorporate digital thinking into our projects and ways of working

Our board of trustees meets quarterly, as do our investment principle working parties. As chair of trustees, you will be required to communicate with each working group to ensure that they are making progress against their stated aims and targets. As a member of the board, you will also be assigned to a working party based on your skills and expertise. Working parties are aligned to the Arts Council England Let's Create strategy. You can read more about these here: [Investment Principles | Arts Council England](#)

If you're passionate about young people, arts & culture and the wonderful city that is Birmingham, then there couldn't be a more exciting time to lead the board of The GAP Arts Project!



**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)



HAMZAH AL-QHFA



LIZ BROWN



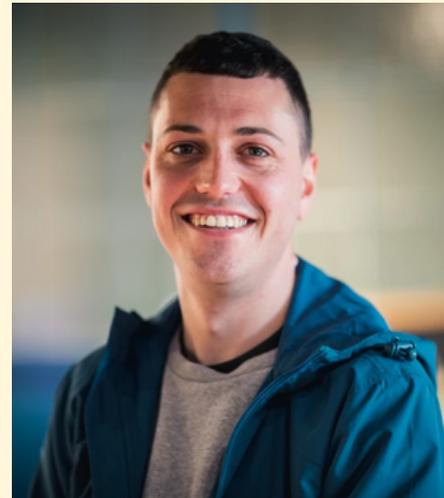
MOHINI HOWARD



AQEEL KAPASI



UMA LANKA



WILL MOORE



MARIA WELLS

ROLE DESCRIPTION

Trustees have independent control over, and legal responsibility for the charity's management and activities. As the chair of trustees, you will lead meetings, hold the core team to account and ensure that the board is working towards The GAP's charitable purpose and meeting its responsibilities with regards to the use of funds, particularly against the four investment principles set out in the Arts Council England Let's Create strategy.

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 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.
- Your CV

DEADLINE FOR APPLICATIONS

No fixed deadline.

We're looking to appoint someone immediately so we suggest applying as soon as possible.

SEND TO

trustees@thegapartsproject.co.uk

We strongly encourage prospective trustees to visit The GAP in advance of applying, if possible. Please call to arrange.

We also 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](#))

If you have specific questions or would like an informal chat about the role, please contact Will Moore (current Chair) on will.moore2708@gmail.com or 07885388441

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**