

NOVEMBER CLUB

TRUSTEE

APPLICATION PACK

November 2018



www.novemberclub.org.uk



Trustee

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Who are we?

November Club is an award winning cross-artform performing arts company based in Morpeth, Northumberland.

We make playful and inspiring theatre and installations, telling unexpected stories of all sorts of people and places. Sharing memories, hopes and dreams is part of what we do. Weaving together historical and contemporary themes, our work is always made in collaboration with local people whose own tales become central to our projects.

We bring communities together, to create memorable shared experiences, explore new ideas, meet new people and most importantly, to make new fun.

November Club is a revenue client of Arts Council England (National Portfolio Organisation 2018 – 2022) and currently in receipt of a yearly grant from Northumberland County Council.



What are we looking for?

We are interested in hearing from experienced and enthusiastic individuals with a range of skills and experience in one or more of the following areas:

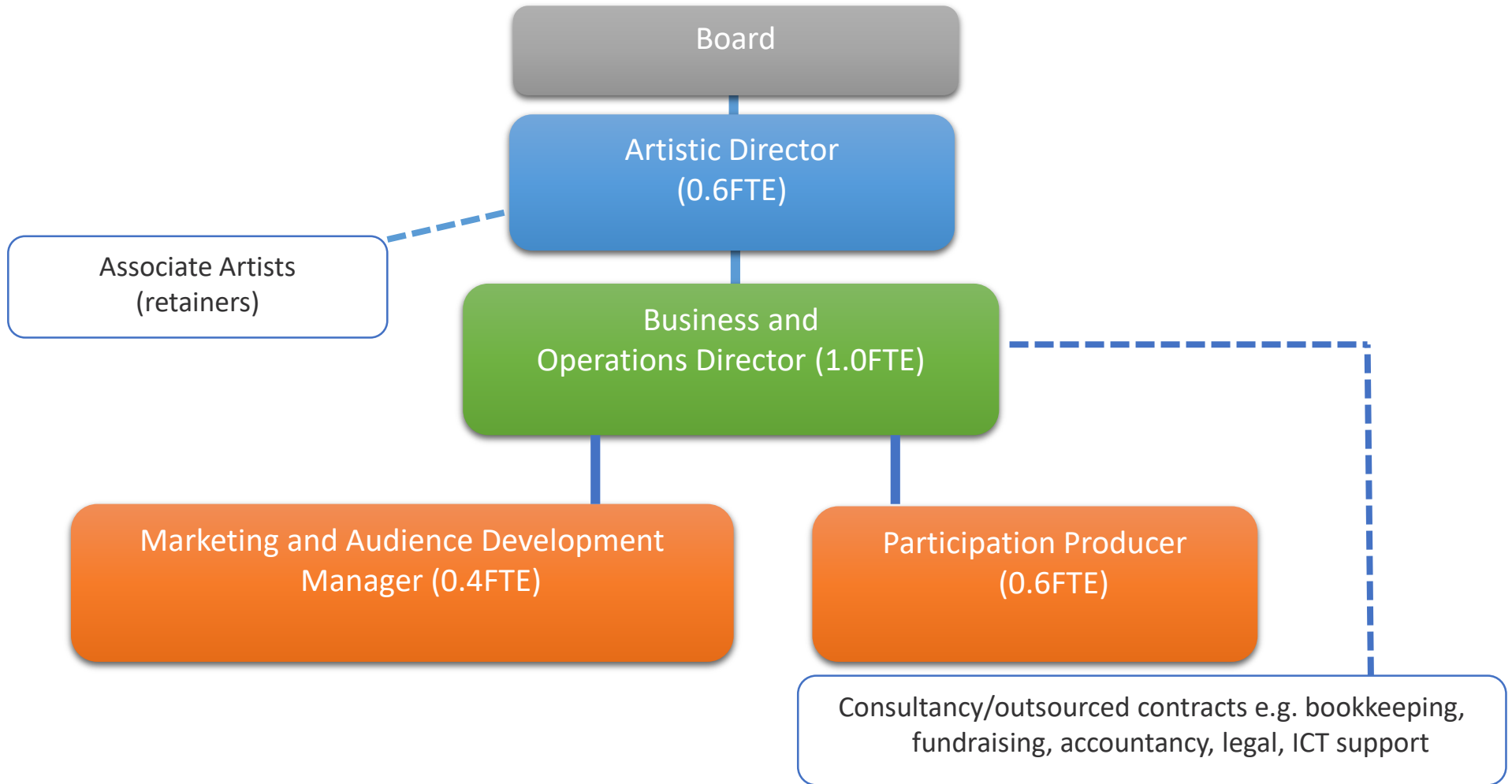
- HR, Education, Arts and Community engagement, Income Generation, Marketing and PR - including digital

You'll be passionate about the arts and the positive impact they can make to our lives, especially in a predominantly rural area such as Northumberland. You'll be excited by the opportunity to work with the Board and Company, even if you have no previous Board experience, helping to shape the organisation's strategy and direction.

The role of Trustee is on a voluntary basis and you will also be a Company Director.



November Club planned structure





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What skills and experience do you need to apply?

You must have:

- An enthusiasm for the work, ethos and ambitions of November Club
- Experience of contributing to the governance of commercial, public and/or charitable organisations or a willingness to learn
- Readiness to offer challenging but supportive contributions to the Board, bringing distinctive perspectives, expertise to discussions and decision making
- Good communication skills with the desire to raise November Club's profile, increase understanding of its mission and achievements and influence a range of audiences
- Willingness and ability to develop new and maintain existing relationships
- Commitment to:
 - Equality, diversity and social inclusion
 - Attend events and performances to support November Club's work
 - Ensure that November Club complies with its governing documents, charity law, company law and any other relevant legislation or regulations
 - Ensure that November Club's resources are applied exclusively in pursuance of its charitable objects
 - Contribute actively to the Board's role in giving strategic direction to November Club, including setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
 - Safeguard the reputation and values of November Club
 - Ensure the effective and efficient administration of November Club
 - Ensure the financial stability of November Club
 - Protect and manage the property of November Club; to appoint and monitor the performance of the senior officer

2019 Board Meeting Dates are: 26th February, 21st May, 17th September (Morpeh) and 12th November (Community Foundation Office, Gosforth)

How can you apply?

To apply please send:

- A **letter of application** saying why you are interested in joining November Club's Board and what you'd bring to the role.
- A **CV**, including the names of two people we may approach for professional references
- Please send these by email (Word or PDF format) or by post, addressed to Fiona Standfield. Please put **Trustee** in the subject line if applying electronically and send to chair@novemberclub.org.uk

If applying by post please send your application to:

November Club, 54a Newgate Street, Morpeth, Northumberland NE61 1BE.

If you would like to discuss the post in advance of applying or if you have any questions about joining the Board of Trustees please contact Fiona Standfield, Chair, either by email at chair@novemberclub.org.uk or 01670 457808 or Cinzia Hardy, Artistic Director, either by email at Cinzia@novemberclub.org.uk on 01670 457808.

If you would like to apply by another method, please discuss this with Fiona Standfield either by email or landline as above.

Critical dates

- Deadline for applications: **5pm, Monday 7 January 2019.**
- Informal interviews will be week commencing **14 January 2019.**

Potential candidates will be invited to a meeting with representatives of the Board of Trustees and Company (location to be confirmed).

The role of Trustee is a non-remunerated post. Reasonable expenses will be covered.

We won't hold information you give us longer than necessary and it won't be used for any purpose other than to assess your suitability for the advertised post in line with our data protection policy



NOVEMBER CLUB



Supported using public funding by
**ARTS COUNCIL
ENGLAND**


Northumberland
County Council

www.novemberclub.org.uk

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