

JOIN OUR BOARD!



SUMMARY

- Create Gloucestershire is looking for 3 people to join our Board
- We welcome applications from anyone who aligns with CG's vision and values
- The Board gaps we are seeking to fill support our plans for 2023-2026.
- The role is voluntary, but expenses will be paid.
- There are 8 board meetings per year which are 2 hours long, with time needed to prepare for meetings by reading papers.
- Meetings are either online via Zoom or in venues around the county.
- Total time commitment is 8-10 days per year
- Application deadline is the 12 noon on 22nd September 2023

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OVERVIEW

Create Gloucestershire is a community led movement making it possible for arts to be everyday for everyone.



We are currently recruiting 3 new Directors and a Chair of Directors. Directors support a professional team who run CG on a day-to-day basis. Directors make sure CG does its work in the best possible way and within the law.

Our Chair has an additional responsibility which is to lead the team of Directors and ensure the Board is well run and effective. This includes chairing Board meetings to make sure everyone is included and contributes as well as providing support outside of formal meetings. More about the roles and responsibilities of a Director and Chair of Directors [can be found here.](#)

There are 7 directors on the CG Board and sadly, we have to say goodbye to two of them as they are coming to the end of their 3 year term.

The good news is that this means we can welcome new people to the Board with fresh ideas and perspectives which help to keep our discussions and decisions relevant and informed. Our long term commitment to developing creative approaches to racial/social justice work means we will continue to be proactive in being an inclusive organisation that empowers communities to make decisions and choices about the arts and cultural offer.

This means Create Gloucestershire is committed to ensuring that our Board is truly reflective of the communities that we work in. We specifically want to encourage applications from people who share our **vision of arts, culture and creativity everyday for everyone in Gloucestershire** and have experience of living or being a part of a community that has traditionally been underserved by the publicly funded arts and cultural sector. Our Manifesto (due to be refreshed in 2023) tells you more about both our ambitions for Gloucestershire. All training and support needed to be a Director is organised by the CG team before you join and then on a regular basis. This means you don't have to have been on a Board beforehand to consider applying.

Values

CG is a values-led organisation. These guide our work and practice at every level.

Innovative: we identify opportunities where new thinking is needed to scope and deliver a test that proves the potential of a new way of working.

Collaborative: Authentic, diverse and generous relationships underpin all our work.

Generous: We use our platform to gather ideas and distribute learning, generating a reciprocal exchange model. Resources gained by CG are maximised and redistributed across the county.

Inclusive: Our network is proactively equitable to welcome as many people as possible.

Disruptive: We welcome disruption and difference as part of a creative and innovative process.

Reflective: all our work is a process of testing, reflection and learning.

RECRUITMENT PRIORITIES

a. In this recruitment round we are keen to have a **“voice” for nature in the Board to ensure we put caring for the environment at the heart of all our decision making.**

We are also seeking people with expertise and networks in the following fields:

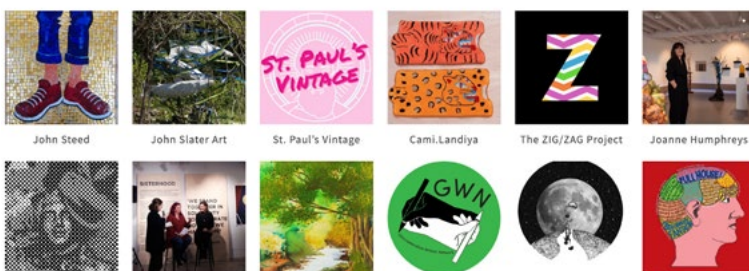
- b. Support to set up and **market creative enterprises**
- c. **Arts and creative industries** including film and media.
- d. **Financial management** including new models to devolve financial decision making
- e. Primary or secondary **education.**

We are hoping to recruit people with experience in these fields who are passionate about helping us work towards our vision and align with our values. We celebrate diversity and inclusion and want to ensure that we are creating environments, including our Board, that are equitable and respectful and where people have equal access to leadership and decision making opportunities. Even if you don't have the experience listed but are passionate about our work/think you have what is needed to be a member of our board, we would still love to hear from you.

To find out if being a Director of CG is for you, we warmly invite you to come an **informal Zoom meeting on the 7th September**. This is a chance to meet some of the team, hear about our plans and what being a Director means in practice. There is plenty of time to apply after the zoom meeting should you want to, but **NO OBLIGATION** if you don't.



Meet members of our Community



WHY JOIN CREATE GLOUCESTERSHIRE AS A DIRECTOR?

Good question.

Being a Director of our board is a two-way street. You will volunteer your time and take on new responsibilities and in return you have an opportunity to contribute ideas and practice within a dynamic and diverse team. Here's a few things you will be able to do as Director.

- **Make change happen.** You will have the opportunity to influence activity to ensure more people can access arts, culture and creativity in Gloucestershire.
- **Learn lots.** You will be supported in learning about social change, arts and cultural sectors, racial justice, new models of finance, law, environmental sustainability and regeneration.
- **Organisational strategic (long term) development.** And you'll also have conversations around complex and big picture subjects that may be new to you.
- **Help others to learn.** By bringing your individual perspective and asking questions you will contribute to a solution or improve understanding and processes.
- **You will gain experience,** especially about how to create change. Change that is creative, sustainable and inclusive.
- **Expand your network.** You will get to work with others on the Board who live in Gloucestershire and bring experience from a variety of organisations in and outside Gloucestershire.

To find out if being a Director of CG is for you we warmly invite you to come an informal Zoom meeting on the 7th September. Register here <https://bit.ly/47dQCjg>.

This is a chance to meet some of the team, hear about our plans and what being a Director means in practice. There is plenty of time to apply after the zoom meeting should you want to but NO OBLIGATION if you don't.

You might prefer a one-to-one conversation in which case please phone Jay Haigh on 07897 121236 or email her at hello@creategloucestershire.co.uk.



WHAT DOES A CG BOARD MEMBER DO?

CG is a not-for-profit company limited by guarantee number 07751321. Our Directors are a legal and formal part of our company.

The Board has 7 Directors. Directors are appointed for a 3-year term. If agreed by both sides this can be renewed for another term. Ordinarily, there is a maximum term of 2 consecutive 3-year terms.

The Board are not directly involved with the day to day delivery of Create Gloucestershire. This means they can bring a wider perspective that helps us improve what we do. We encourage board members to:

- Share insights and knowledge drawn from the context they have expertise in so our work is needed and relevant.
- Question proposed plans from to ensure they are as good as they can be.
- Ensure CG stays true to its values.
- Work out positive and proactive responses to things that happen that are unexpected.
- Use relevant knowledge to chat through an issue with a team member who doesn't know what to do or what something means.
- Check our budgets and finances are properly managed.
- Help us to understand and manage risk well.
- Ensure we stick to the law and follow best practice.
- Attend events and talk about CG so more people know about our mission

WHAT WILL THE BOARD FOCUS BE 2023-2026 ?

Create Gloucestershire will research and test how to respond to the following important questions facing Gloucestershire. Directors shape how we approach these areas of activity BUT YOU DON'T have to have expertise in all of them.

1. **How do we support children and young people to recover from Covid 19 and empower them to ensure they have access to a vibrant creative offer inside and outside of schools?**
2. **How might artists successfully engage people to find new solutions to the environmental crisis?**
3. **Arts, culture, and creativity is not equally available to everyone. How might we address this?**
4. **What is the best way to diversify 'who' leads and 'how' they lead in Gloucestershire so we can be more creative and collaborative in the future?**
5. **What are the implications of data, tech & AI for the arts and cultural sector and social change in Gloucestershire?**
6. **How do we secure more money for arts and culture in underserved communities and hand them the power to decide how its spent?**

HOW DO THE CG BOARD OF DIRECTORS WORK?

Create Gloucestershire Board of Directors think about HOW they want to work as well as WHAT needs to be done. We make time to talk about what works well in Board meetings and how we might improve things in the future.

CG Board meetings are all about collaboration. These behaviours really help so we encourage each other to:

- **Be curious** and seek to learn different views/ideas/beliefs.
- **Offer constructive challenge** to stretch thinking and delivery
- **Be honest!** Leave our egos at the door.
- **Be open** about any conflicts of interest.
- **Be confidential** especially when sensitive issues are discussed
- **Hold uncertainty** until the right way emerges rather than jump to conclusions or instant solutions.

APPLICATION PROCESS

Before you apply you might like to talk to us:

You might want to talk to someone informally before making your application. Please contact Jay Haigh hello@creategloucestershire.co.uk to arrange a conversation.

or meet us:

You could come along to our [Open Zoom meeting at 5pm on the 7th September](#). This is a chance to meet some of the current directors and team to find out more. Register using the link below or scan the QR code using your phone camera to go to the registration page.

<https://bit.ly/47dQCjg>

WHAT TO INCLUDE IN YOUR APPLICATION

Whichever way you apply please include:

- Your name and contact details
- Why you are interested in Create Gloucestershire's vision and our core values.
- What you bring that matches our recruitment priorities?
- A description of access requirements you may have, and what we can do to help remove any barriers?
- 2 referees who can comment on your suitability to join the Board of Directors

Please also include this additional information for the role of chair

- How you meet the experience and/or behaviours we are looking for in our Chair?



HOW TO APPLY

1. Choose how to apply. You can upload a video or audio file or fill in the online application form
2. Submit your application. In your chosen format by 12 noon 22nd September 2023
3. Complete the CG Monitoring Form by 12 noon 22nd September 2023. (See “Why do we ask you to fill in the CG Equity, Diversity & Inclusion Monitoring Form?” on page 9)

DIRECTOR ROLE

[Director Application Form Text](#)

[Director Application Form Audio/Video](#)

[CG Equity, Diversity & Inclusion Monitoring Form Link](#)

CHAIR ROLE

Please read the ‘Additional Information about our Chair role’ on page 8 below before applying.

[Chair Application Form Text](#)

[Chair Application Form Audio/Video](#)

[CG Equity, Diversity & Inclusion Monitoring Form Link](#)

If you would like further support to make an application, please contact Jay Haigh on 07897 121236 or hello@creategloucestershire.co.uk

KEY DATES

Open Zoom meeting

5pm, 7th September 2023. Book online <https://bit.ly/47dQCjg>

Application Deadline

12 noon 22nd September 2023

Interviews:

Chair: 3rd October 2023

Directors: 19th October 2023

ADDITIONAL INFORMATION ABOUT OUR CHAIR ROLE.

The Chair of CG has some specific tasks above being a Director. These are:

- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision making process and enabling everyone to contribute; especially those who may not have experience of being on a Board.
- Encourage a learning culture across the Board to ensure Directors fulfil their duties and responsibilities in line with the law and best or promising practice.
- With the Board decide the scope of the core freelance team then support the Development Director to perform their role.
- Ensure that the Board fulfils its duties to ensure sound financial health of the company, with systems in place to ensure financial accountability.
- Establish and build a strong, effective and constructive working relationship with the Development Director , ensuring they are held to account for achieving agreed strategic objectives.
- Set the agenda for Board meetings with the Development Director and chair the Board meetings effectively in order to draw conclusions in a consensual way and capture learning.
- Conduct an annual contract review for the Executive Team in consultation with the Board.
- Oversee work of other colleagues to ensure that the governance arrangements are working in the most effective way for the organisation.
- Address and resolve any conflicts internally and externally as necessary.

Chair Behaviours and Experience

As with the Director role, first and foremost you need to understand the vision of Create Glos and share our commitment to making this happen.

We need someone who has experience of being a Chair on a Board or team/group and is able to demonstrate good facilitative and inclusive chairing skills. You will need to have strong emotional intelligence to nurture and develop the experiences and skills of a diverse set of Directors.

Why do we ask you to fill in the CG Equity, Diversity & Inclusion Monitoring Form?

Create Gloucestershire recognises that there are people whose background and experience is underrepresented in the creative industries, both in Gloucestershire and nationally. This includes women, people who experience racism, disabled people and people who are D/deaf and neuro-diverse, and as a result of gender, sexuality, age, religion, marital status, socio-economic background. We believe that discrimination or exclusion based on these, or any other characteristics or circumstances, represents a waste of talent and potential.

We know that our work is strengthened and improved with greater diversity represented in all that we do. We therefore monitor diversity in order to assess whether we are achieving this aim.

The information you give here will be retained in an anonymised format and will be used for statistical purposes only to monitor the operation of our Equality, Diversity and Inclusion Strategy.

It will be shared anonymously with our funding partners and other stakeholders so that they can monitor the impact of the resources they provide.

CG's thinking about terminology is ongoing and informed by conversation and connection. We seek out and welcome all views to increase our understanding.

This form is hosted by Airtable and information provided is collated in an anonymised format on the Airtable platform. You can see Airtable's Privacy Policy by following this link <https://airtable.com/privacy>