

SITE GALLERY

Application Pack: Chair of Board of Trustees

Dear potential candidate

If you are an experienced leader and change maker, passionate about the role of arts in contemporary life, love Sheffield and want to make a positive impact to the cultural life of the city we'd love to hear from you.

We are seeking to appoint a voluntary position of Chair of our Board of Trustees to support the Charity to take forward the vision and strategy for Site Gallery, its artists, visitors and communities. The Chair plays a key role in convening Board meetings, providing a range of skills and knowledge useful to the organisation and advocating on behalf of the charity.

Whilst previous Chair experience is not essential, candidates should have professional experience at a leadership level with at least 4 years experience of Board membership and a good knowledge of the role of Charity Trustees.

Our current Chair, Tom Fleming (www.tfconsultancy.co.uk) has come to the end of his term and is stepping down in December after 8 years working with the gallery:

"Site is a brilliant organisation. It's open, inclusive, passionate and activist. It champions the role of artists in society and supports different communities to engage with arts and culture. It connects Sheffield to the world and provides a welcoming environment for all involved. It has been such a privilege to Chair the organisation and to work with its wonderful staff, Board and communities over a period which has seen the completion of our ambitious capital development, the challenges of the pandemic, and some brilliant programming, partnership and engagement activities."

Site works with emerging and established artists from across the UK and internationally to deliver an annual programme of exhibitions, residencies, participation and dedicated year-round programmes for young people. We are committed to working with diverse artists and platforming voices who are underrepresented in contemporary visual arts.

We care deeply that the work we create is relevant to our city and to people living in Sheffield. It is critical that our team is representative of the wide range of communities we engage with. Fair access to working in the arts and cultural sector is an urgent issue and we are keen to hear from candidates from lower socio-economic backgrounds and with protected characteristics still significantly under-represented amongst the artists and employees of UK arts organisations.

Applications are now open. The closing date is 10am Thursday 12 September 2024. Please see below for details of how to apply.

If you'd like to talk to an existing trustee for more information prior to making an application then please contact me and I will pass your details onto a member of the Nominations Committee:

I look forward to hearing from you,

Judith Harry, Chief Executive

Judith.harry@sitegallery.org / 0114 281 2077

Role: Chair of Trustees

1. Background Information:

Site Gallery is Sheffield's leading international contemporary art space, supporting artists specialising in moving image, new media and performance. Pioneering emerging and diverse art practices and ideas, we work with local, regional and international collaborators to nurture artistic talent and support the development of contemporary art. We connect people to artists and to art, inspiring new thinking and debate through our exhibitions, projects, public programmes and participatory activity. We pride ourselves on our openness, collaborative spirit and passion for advancing the role of art in society.

Key Goals 2023-2028

1. Create an ambitious, diverse, research-led programme which connects audiences to exceptional artists, critical debates and conversations.
2. Build long-term relationships with communities in Sheffield to co-produce meaningful programmes that empower participants and affect positive local change.
3. Nurture talent, creating pathways for progression and professional development for artists, participants, volunteers, freelancers and staff.
4. Maintain stable business practices whilst embracing change, working to create an inclusive, accessible, equitable and environmentally responsible organisation.
5. Foster city-wide strategic partnerships across arts, community and policy to advocate for change; making Sheffield a more inclusive, sustainable and creative city to live, work and visit.

Our programme embraces new forms of artistic production, including public and social engagement; artists connecting directly with audiences and interaction with technology; performance, live art, film events; and projects developed with communities of interest we support. Deep research and collaboration characterise our approach; as does tolerance, openness and commitment to the idea of culture as a human right. We support artists whose work reflects on the issues and concerns of our era and that is relevant to local, national and international communities. Site's young people's group, Society of Explorers, are an integral voice within our organisation and in 2024 we launch a new four year programme of work

supporting care experienced young people. Our work with young people is embedded across the programme.

Celebrating our 40th anniversary in 2018, Site Gallery re-opened after a programme of expansion and refurbishment. Trebling the size of our public offer, we now have a 290sqm gallery and a dedicated events space along with commercial spaces including a shop, café and business-let units. We are a creative hub and catalyst for the arts and creative industries in Sheffield; and a platform for international contemporary arts in a dynamic, exciting and transforming city.

2. Company Information:

Site Gallery is a registered charity and company limited by guarantee. Its annual turnover is circa £600k with revenue funding from the National Portfolio Organisation 2023-27 Arts Council England and Sheffield City Council. The organisation relies on fundraising and commercial income generation to deliver its creative and business plans.

The charity has a core staff of twelve and an extensive volunteer programme as well as a pool of freelancers we work with regularly. We are committed to creating a diverse workforce, offering flexibility within employment contracts, providing alternative entry routes to careers in the arts for volunteers, interns, apprentices and placements, and ensuring all staff have personal development plans to enable them to build their career at Site Gallery and beyond.

Site Gallery is an anti-racist space and we challenge any behaviour or language that discriminates on the basis of sexuality, gender, race, dis/ability, socioeconomic status, age, religion or belief and all other protected characteristics.

3. Board of Trustees

The Board of Trustees consists of up to 12 members who oversee the Charity. The Board supports the organisation in many ways, with Trustees each bringing unique skills and experiences to contribute to the success of Site Gallery.

Our Board is dynamic and diverse, passionate about the arts and active within local communities and the creative industries, commercial and voluntary sectors. Trustees are responsible for the strategic direction and governance of the charity and for ensuring the charity delivers its funding agreement with Arts Council England.

The Board meets four times a year, normally in the late afternoon on Fridays, with the option for joining via Zoom if necessary. Additional meetings may be required for subgroup committee meetings. Trustees are encouraged to attend exhibition openings and public events and to be positive ambassadors for Site Gallery.

The Board is governed by our Articles of Association which were redeveloped in 2019 to reflect current best practice.

4. More about this Role

Responsibilities:

The Chair...

- is an Ambassador for Site Gallery, networking, profile raising and advocating for the gallery.
- acts as a sounding board to the Chief Executive, providing advice and support.
- leads Board meetings, working closely with the Chief Executive to set the Agenda, ensuring the key matters of business, risk management and accountability are well understood, debated and managed.
- ensures individual Board members have a voice at the table and are contributing their skills and knowledge to the Charity.
- supports the development and implementation of the charity's Business Plan.
- is responsible to Arts Council England, in ensuring the Board monitors the Charity's delivery of its NPO funding agreement.

What we need from a Chair:

- Willingness to represent the charity at stakeholder level and to engage directly with funders.
- Ability to handle challenges as they arise, with a positive mindset, grace under pressure.
- Practical approach to problem solving, able to scrutinise, provide challenge and debate.
- Excellent interpersonal skills – ability to engage with trustees of all levels of experience and bring out the best in them, encouraging interaction and contribution from all Board Members – making the Board a safe space to express opinions.
- Appetite for innovation, willingness for change and commitment to learn.

Skills and experience:

Essential:

- 4 years experience as a charity trustee.
- Broad view of the role of culture in society and of the interface with economic development.
- Collaborative style with the ability to build consensus and dialogue.
- Ability to ensure the board has an inclusive atmosphere and active contribution from all members.
- Track record in stakeholder engagement.
- Experience in building networks and connections.
- Experience in leading strategic change.
- A forward-looking attitude, welcoming change and with energy and commitment to the role.
- A commitment to diversity and inclusion as a foundation to organisational development.

Desirable:

- May have previously chaired the Board of a charity.
- Understanding of charity finance and ability to monitor and interpret financial data.
- Some knowledge of the business of arts e.g the funding landscape able to support fundraising initiatives, looking for opportunities to secure additional funding.
- Understanding of the policy and funding landscape for arts and culture in the UK.
- Understanding of international trends and developments in arts and culture.

Time Commitment:

The maximum term for Board of Trustees is 6 years; with re-elections, appointments are for 1, 3 then 2 years. We would like a Chair to commit to at least 4 years.

Each year the Chair will need to allocate time as follows:

- 4 Board Meetings, usually Fridays 4 – 5.30pm
- 4 preparatory conversations in advance of each board meetings
- 4 x check-ins with Chief Executive
- 1 Away Day per year
- 1 to 1s with each Board member (max 11 x 45 mins, online)

1 Annual Review meeting with Arts Council England (90 mins, online)

5. Further info

As a Trustee, you will be placed on the public register with Companies House as a Director of the company and listed as a Trustee of the charity with the Charities Commission.

Board members are volunteers, although out of pocket expenses can be paid to ensure members can attend meetings; this might include for example travel, parking, childcare and we are very open to discuss additional access support/resources that you might require to be a Trustee.

6. How to apply:

If you'd like to talk to an existing trustee for more information prior to making an application then please contact Judith Harry, Chief Executive, Site Gallery who will pass your details onto a member of the Nominations Committee: judith.harry@sitegallery.org / 0114 281 2077

To apply directly please send an email headed 'Chair of Trustees' to Judith briefly outlining why you are interested in the role, what you would bring to Site Gallery and attach a bio or CV.

We ask all applicants to complete an Equal Opportunities form to help us monitor the reach of our job adverts. [Follow this link to complete the form.](#)

Deadline for applications is midday on 10am Thursday 12 September 2024

Initial interviews will take place online during the second half of October 2024

More Information

Site Gallery is a Registered Charity (5103220) and Company Limited by Guarantee (1495927)

We are committed to the Charity Governance Code

<https://www.charitygovernancecode.org/en>

and the Clore Leadership Programme Achieving Good Governance Review

https://www.cloreleadership.org/userfiles/documents/Achieving_Good_Governance-Full_report.pdf

Want to know more about becoming a Trustee - recommended reading:

<https://www.gov.uk/government/get-involved/take-part/help-run-a-charity>

<https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>

Volunteering has positive benefits to the health and wellbeing of volunteers and of communities - you can read some of the latest research here:

<https://www.volunteerscotland.net/for-organisations/research-and-evaluation/publications/volunteering-health-wellbeing/>

www.sitegallery.org