



Serendipity Trustees Candidate Brief

Background

Since its inception in 2010, Serendipity has developed an outstanding track record of creative and innovative projects, with an international perspective that represent cultural diversity in its broadest sense.

Serendipity's strength lies in its strategic role, as a diverse-led organisation, working in partnership with artists, venues, higher education institutions, producers, directors, promoters, performing arts and media companies. Through its flagship festival Let's Dance International Frontiers, the coordination of Black History Month Leicester, and a growing year-round programme, Serendipity has devised an enviable portfolio of trailblazing projects, establishing itself as a key contributor to cultural practice in the Midlands and nationally.

Role Description

Serendipity is a diverse, creative and international organisation, which requires compatible and strong leadership to ensure it maximises the opportunities available to it by building upon recent successes. Trustees will be joining the organisation at an exciting time; the organisation is in a good place with a growing reputation for critically acclaimed, high quality dance, combined arts and cultural heritage projects.

Serendipity are looking for a broad range of skills and backgrounds, with an interest in diversity-led, arts and cultural practice, and are particularly interested to receive applications from individuals with senior level experience in the following:

- Finance: ideally but not exclusively in the context of arts, heritage and charities.
- Senior leadership: in mid to large scale businesses or organisations.
- Sponsorship: access to high-level sponsors and donors who are supportive of arts and heritage projects.
- Business development.

Term

Terms for trustees are initially for a two-year term, renewable at the end of this term up to eight years. The position is not remunerated but reasonable travel expenses can be paid (standard rail return). (All trustees are volunteers and give their time without any remuneration for their role as trustee.)

Meetings

Board meetings are held quarterly at Serendipity's office, a 15-minute walk from Leicester train station.

Key Responsibilities

- Ensure that Serendipity complies with its governing document, organisation law, and any other relevant legislation or regulations.
- Ensure that Serendipity pursues its objectives as defined in its governing document.
- Ensure that Serendipity applies its resources exclusively in pursuance of its objectives, i.e. not spending money on activities that are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of Serendipity.
- Represent Serendipity at functions and meetings as appropriate.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Be collectively responsible for the actions of Serendipity and other trustees.
- Ensure the effective and efficient administration of Serendipity.
- Abide by the equal opportunities policy.
- Ensure the financial stability of Serendipity.
- Protect and manage the property of Serendipity.
- Ensure the proper investment of funds.
- Safeguard Serendipity against all reasonable liabilities.
- Appoint and support the employees and monitor their performance.
- Attend meetings, and to read papers in advance of meetings.
- Attend sub-committee meetings as appropriate.
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
- Keep informed about Serendipity's activities and wider issues that affect its work.

Person Specification

- Integrity.
- A proven record of accomplishment of successful leadership.
- Possessing tact, diplomacy and excellent interpersonal and communication skills.
- Knowledge of, and interest in, Serendipity and an appreciation of the arts and cultural sector.
- An independent strategic thinker able to develop relationships and drive consensus.
- Financial and commercial acumen with a track record of growing sustainable revenue streams.
- A knowledge of the region and a range of local, regional and national contacts.
- Knowledge of the charitable or public sector would be an advantage.
- A commitment to the organisation and its objectives.

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness and ability to devote the necessary time and effort to their duties as a trustee.
- Good, independent judgement.
- An ability to work effectively as a member of a team.
- Advocate of equal opportunities and diversity.

Applications to become a trustee

If you are interested in becoming a trustee for Serendipity, please direct your enquiries to David Bryan, Chair and Pawlet Brookes, CEO and Artistic Director, info@serendipity-uk.com.

For more information and a copy of the board pack visit https://issuu.com/dif/docs/serendipity_board_pack_version_4_3

Deadline for applications: 31 October 2019