

Role Description and Person Specification for Scarabeus Board Members

Scarabeus Aerial Theatre is a leading aerial company based in North London. We produce pioneering outdoor and indoor work fusing aerial skills with visual theatre in site-specific, immersive and touring performances. We create spectacular and unforgettable productions and participation projects dealing with contemporary narratives aimed at awakening empathy, ethical and political consciousness in our wide range of audiences.

We believe in the power of culture and creativity to transform the lives of children, young people and families. We believe in early intervention, and that disadvantaged children and families should be offered high quality, empowering opportunities that might be difficult for them to access otherwise. Using structured programmes combining aerial skills, physical theatre and yoga, we help building self-confidence and aspirations in a supported environment, which improves their chances in life.

Role and Responsibilities of Board members

- Understanding the aims and objectives of Scarabeus and the wider Indoor & Outdoor Arts sector
- Provide leadership and strategic direction for Scarabeus
- Ensure that financial and other resources are well – managed and used effectively
- Ensure the organisation meets all its legal obligations and maintains appropriate policies and procedures
- Demonstrate a strong commitment to the arts, to equal opportunities and diversity
- Championing the vision and ambition of Scarabeus and act as an advocate
- Foster a supportive, creative and positive working environment
- Provide support and mentoring to the team, and where appropriate take lead on their specialist area
- Support the work of the organisation
- Commit appropriate time to the role, attending Board meetings and representing Scarabeus at events and meetings with key stakeholders and / or at events and performances

Duties of Board members

Managing risk

- Manage the charity's assets and resources, meeting legal duties to act in its best interests and protect it from inappropriate risk
- To safeguard the reputation, money and other assets of the Charity
- To ensure the financial stability of the organisation
- To ensure the proper investment of the charity's funds

Ensuring good governance

- To ensure the organisation complies with its governing document, charity law, company law and other relevant legislation or regulations

- To ensure the effective and efficient administration of the organisation
- Be open and accountable – comply with the relevant accounting and reporting requirements, but also demonstrate that the charity is well run, effective and handle any complaints properly
- To be directly involved in setting and monitoring the charity's overall approach to fundraising, oversee the fundraising others carry out for the charity and follow the Institute of Fundraising professional standards to ensure all fundraising is open, honest and respectful
- Board members are under a strict obligation to observe confidentiality and must not disclose to any third party any confidential information relating to the organisation without the consent of the Board

Supporting the organisation

- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Advocate on behalf of the Company and where possible introduce interesting connections
- Fulfil a public relations role on Scarabeus' behalf and help to forge new partnerships
- To assist with fundraising and development
- To support and mentor the team and provide expertise in your specialist area

Commitment

- A commitment to the arts, equal opportunities and diversity
- To provide a supportive, creative and positive working environment
- Aim to attend all Board meetings (4 per year)
- Attend the annual Board away day

Current Board Members have a wide range of experience including in marketing, communications, publishing, education, business and management, and fundraising. We have identified a number of areas that we wish to strengthen including accountancy, finance and business management, fundraising, legal, venue programming and / or producing, education and arts participation, digital work and knowledge of the voluntary and community sector in Islington, and we particularly welcome applicants from people with skills and expertise in these areas. We also strongly encourage applicants from individuals from diverse backgrounds, as we are keen to ensure our board reflects the diversity of the UK as it moves forward.

Person specification

- A knowledge of the communities and areas that Scarabeus exists to serve
- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Demonstrable leadership skills and an understanding of the principles and practices of good governance
- The ability to contribute to the strategic development and vision of Scarabeus
- Excellent ambassadorial and networking skills
- A commitment to support fundraising

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strong team player
- Commitment to the Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Willingness to be available to staff for advice and enquires on an ad hoc basis
- Commitment to equality and diversity

Desirable

- Experience in the cultural and / or not for profit sectors
- An understanding of subsidised arts organisations and appreciation of the current challenges faced by the sector
- The ability to connect Scarabeus at senior levels with potential supporters such as funding bodies, trusts, corporate and individual donors
- Knowledge or experience of business and committee procedures
- The skills to analyse proposals and examine their financial consequences

Our board meets on average 4 times a year at Caxton House Community Centre in Archway, London N19. Trustees are expected to attend meetings regularly. We expect trustees to commit to serving for a period of at least one year.

To apply for the position, please submit your CV and Covering Letter (no more than 3 pages) to katie@scarabeus.co.uk Please don't hesitate to get in touch with Katie if you have any further questions. Please submit all applications by 10 December 2020.