

# Diverse City

## Trustee Information Pack 2024



# Welcome

Firstly, thank you for your interest in becoming a Diverse City trustee. We value our trustees deeply and want everyone on our board to get the most out of their time with us.

Becoming a trustee for Diverse City is a chance to:

- meet like-minded people, who are passionate about social justice and the arts
- expand your network
- develop professionally
- gain experience in strategy and leadership
- learn from your peers
- be a part of ground-breaking change.





## About us

Diverse City is a performing arts company where social justice and culture meet. For the arts to fairly reflect and shape society, we believe all voices must be heard and all audiences welcomed.

We do this by

- making and touring new shows
- nurturing new creative voices
- engaging communities in artistic activism.

Our circus performance company Extraordinary Bodies (led in partnership with Cirque Bijou) exemplifies truly representative performance.

Whether it's ensuring that all work is audio-described and BSL interpreted, or creating inclusive rehearsals and auditions, we think creatively to make sure art can be made by anybody, for everybody.



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[Diverse City](#)



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# Our Mission and Values

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## Our Mission

Our mission is to fight for equality in every artistic arena. The boardroom, the audience, backstage and centre stage should all be truly representative, and we're here to make that happen.

## Our Values

- Creativity
- Optimism
- Justice
- Collaboration



♪ Oh, sweet water ♪



# Commitment to Equity, Diversity & Inclusion

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We are an equal opportunities employer and are looking for trustees from all backgrounds so that our board mirrors those we serve. We welcome applications from anyone, and do not believe that disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background, or anything else should be allowed create a barrier between you and the role you are applying for.

Diverse City is deeply committed to equity, so during the application process we commit to:

- Paying for care and childcare whilst you are at interviews.
- Paying for travel costs to interviews held in person.
- Meeting your access needs to the best of our ability (for example organising a sign language interpreter)
- Providing this document in Word format to download.
- Offering a guaranteed first stage interview for Deaf, deaf or Disabled people who meet the minimum requirements

If you have any questions or concerns about access and your application, please get in touch: [becky.hughes@diversecity.org.uk](mailto:becky.hughes@diversecity.org.uk)

# About the Role

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## The Board

Trustees play a central role at Diverse City, making important decisions about the management the charity. Our trustees are passionate about the arts and about justice and equity

Trustees are expected to attend four board meetings per year alongside any additional ad hoc meetings deemed necessary by the board. We also like to welcome trustees to join us for away days, team meetings and to attend performances. Ahead of meetings you will need to spend time reviewing papers and documents (support for this will be made available when required). The expected time commitment is on average, 2 days per month.

## Co-Chairs of the Board

Diverse City is also currently recruiting Co-Chairs of the board, click [here](#) to learn more.



# **Person Specification**

Diverse City are seeking candidates who are committed to our core mission - achieving equity in the arts.

We are looking for trustees who have:

- a wholehearted commitment to our values and mission
- a team-focused approach to problem solving and management
- a commitment to fairness and achieving equality, diversity and inclusion
- the ability to listen to and respect the opinions of others
- the ability to think independently, strategically and creatively
- a willingness to learn about the role and responsibilities of a trustee.

We welcome all applicants, and are particularly interested in candidates with skills in:

- Fundraising
- Digital Communications
- Legal
- Production
- Working with the Arts Council as a National Portfolio Organisation.





# **Additional Information**

## **Conflict of Interest**

All applicants will be asked to share any actual, potential or perceived conflict of interest, These will be discussed with you to establish whether it can be overcome and what action is needed to avoid a conflict or the perception of a conflict.

## **Terms of Appointment**

Offers for trusteeships will be made once all applicants have been interviewed and will be subject to successful eligibility checks, including reference checks. If you are offered a trusteeship you will receive a summary of your main terms and conditions. Terms of appointment (how long you will serve as a trustee) are usually 4 years, renewable once.

## **Location**

Trustee meetings are mostly held on Zoom, with occasional face-to-face meetings. Trustees are also invited to attend occasional performances when the company tours across the UK, when it is convenient. There are occasional meetings in person and these are usually in London.

## **Remuneration**

The role of Trustee is unpaid, although expenses for travel and other pre-agreed items may be claimed.

## **Safeguarding**

The Trustee must uphold all child protection legislation, and all policies governing staff that work with children and adults at risk of harm.

# How to Apply

To apply to become a trustee for Diverse City please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. (Referees will not be contacted without your prior consent)

If you have any questions or would like to arrange a call to discuss the role please email [becky.hughes@diversercity.org.uk](mailto:becky.hughes@diversercity.org.uk)

Please send your CV and cover letter to [becky.hughes@diversecity.org.uk](mailto:becky.hughes@diversecity.org.uk) to apply.

