



Trustee

Job Description

Role Title: Rhondda Arts Festival Treorchy (RAFT) Trustee

Context

Rhondda Arts Festival Treorchy (RAFT) is an annual event to celebrate and showcase creativity and talent in the Rhondda and bring the best of the Arts to the Rhondda, including music, theatre, dance, literature, painting, photography and sculpture.

Rhondda Arts Festival Treorchy (RAFT) is a charity, with a board of trustees that shares a commitment to create a festival that is fun and innovative and encompasses all art forms across the Rhondda. Our vision is about partnership, community involvement, performing and exhibiting work by people of all ages and abilities. There will be a wide range of events and workshops where members of the community can showcase their work, explore their creativity and enjoy the very best in national and international arts.

The central programme of activities will run from 25–28 June.

Job Purpose

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. They are responsible for ensuring the financial health and longevity of the charity.

It is desirable that our trustees have a crucial mix of skills, knowledge and experience. These include:

- Financial Management and Accounting
- Governance and Legislation
- Fundraising and Development
- Education and Community Outreach
- Arts Management
- Marketing and PR

All Trustees are appointed for a 3-year term.

Principal Responsibilities

- The Board of Trustees ensures that the charitable objectives, as defined by the governing document.
- The Board of Trustees ensures that RAFT complies with requirements of the Charity Commission, Companies Act and all other relevant legislation and regulatory requirements.
- The Board of Trustees is the forum in which overarching policies and significant and/or strategic decisions are debated and ratified.
- The Board of Trustees is responsible for the management and protection of the charity's financial and non-financial resources, reserves, revenue income and expenditure, and any other assets.

- The Board of Trustees is responsible for ensuring that the charity is cost effective and that financial resources are expended according to the charity's charitable objectives.
- The Board of Trustees ensures the effective and efficient administration of the charity and its resources, including appointment and management of senior staff.
- The Board of Trustees represents the charity to external parties and acts in its best interests at all times.
- Attendance at 4 meetings per year is required.

Trustee Duties

A Trustee must act in accordance with RAFT's constitution and to exercise their powers for the purposes conferred, including considering:

- The likely consequences of any decision in the long term.
- The interest of RAFT employees
- The desirability of RAFT to maintain a reputation for high standards of conduct, including relationships with partners, audience members and others.
- The impact of the charity's operation on the community.

A Trustee must act in a way that promotes the success of RAFT for the benefit of the charity.

A Trustee is legally obliged not to disclose confidential information to any third party without the agreement of the board.

A Trustee must exercise reasonable care, skill and diligence in their role.

A Trustee must not accept benefits from third parties and must avoid conflicts of interest.

Person Specification

We are looking for trustees who are enthusiastic about what we do, have a love for the Rhondda and the arts, and want to make tangible difference.

We are recruiting for four new trustees to join us, each with a different skill set and experience to bring to our current board. Ideally we hope to attract candidates with some of the following skills and experience:

Fundraising and Development: To help us achieve our ambitions, we need help in attracting support and donors. We are looking for someone who has a proven experience in fundraising, specifically individual giving, who can help take our work to the next level.

Financial Management: We are looking for someone with accounting and financial management experience to ensure that the financial practices of RAFT are sound and to ensure the organisation is financially stable allowing us to grow the festival year on year.

Arts / Festival Management: We are looking for someone, ideally in the arts world, who can ensure both best practice and current thinking is incorporated into our working practices so that RAFT achieves ever greater artistic heights.

We want our board to be inclusive and representative of our audience and our artists, both currently and who we want to attract in the future. We actively encourage all people irrespective of age, gender, ethnicity, sexual orientation, disability, medical or other need.

To apply for this role, please send your C.V. and a covering letter explaining how you meet the role criteria and how you would hope to take RAFT forward to garethw.hughes@parliament.uk by 5pm on Friday 12 October 2018.

RAFT, OXFORD HOUSE, DUNRAVEN ST, TONYPANDY, CF40 1AU
T:01443 442521