

Chair / Co-Chairs Application Pack

Hello and welcome!

Thanks for your interest in the role/s of Chair/Co-Chairs at Heart of Glass.

After eight wonderful years, my time as Chair of Heart of Glass is coming to an end and I am preparing to make way for new leadership to support this exciting next phase of development for the organisation.

Before I tell you a bit more about Heart of Glass, I'd like to acknowledge that Trustee recruitment is tricky at the moment. In a constantly changing world and with increasingly busy lives, taking on new commitments can be daunting, but we feel very confident that this opportunity can be positive and fulfilling for the post holder as well as incredibly valuable to the organisation.

There are a number of things you should be aware of as you consider this opportunity which may help you to make a decision. Heart of Glass supports dynamic, important, exciting and life affirming work. If you look at our social media, or have come across any of our projects you'll know we have a committed staff team, and are privileged to support the work of diverse artists and communities. Our work has won awards, received glowing reviews in the national press, and most importantly built communities, supporting us collectively to consider the world we inhabit today and how we might forge a different future together!

Heart of Glass creates space for hope and possibility.

Heart of Glass is a well run organisation. We have high governance standards, a committed team, an expert board and progressive policies that we are continuously seeking to improve. We're privileged to be connected with a wide network of supporters. We describe ourselves as a learning organisation - we've continuously evolved over the last 10 years and will continue to do so, in the image of the work and the communities we support.

I see the role of Chair as critical to supporting the team, and Board, to maintain and continue to strive for best practice, break new ground, and maintain the quality and integrity of work we have delivered since our formation in 2014.

So who are we, and what do we do?

We are a Merseyside-based community arts organisation and registered charity. We work locally, nationally and internationally.

We bring together artists and communities to make collaborative art that can imagine new futures and create change.

This summer we celebrate our tenth anniversary. Over the past decade we've commissioned thousands of artists and supported diverse communities and audiences to develop and engage with our work across our programmes of activities.

Now as we reflect on our successes and look to our future, we are seeking a new Chair to help lead the next stage of our strategic development.

Do you share our values of care, collaboration and challenge?

Do you have a passion for the role art can play in civic life?

Can you develop positive relationships with our trustees and support our staff team?

Are you interested in exploring the idea of Regenerative Governance with us, informed by our exploration of Permaculture Principles, and considering ways in which our actions and work can support change and continuously evolve?

Do you have the knowledge and enthusiasm to act as an ambassador and advocate for our work with external stakeholders?

Read on to find out and more.

We look forward to hearing from you!

Yours sincerely,

Joanna Rowlands
Chair of the Board of Trustees

Welcome from the team

Hello and thank you for your interest in this really important role at Heart of Glass.

To help you make a decision, we thought it might be nice to tell you a little bit about us as a team - you can also find out more on the About Us section of our website, or we highly recommend listening to some of our Conversations Over A Brew podcast series (available through Spotify) so you can hear about our work directly from the artists and communities we support.

We're led by Patrick Fox, our Chief Executive and Kathryn Dempsey, our Executive Director. Both Patrick and Kat have been with the organisation since we began, with Patrick leading our first phase of development as a Creative People and Places funded project in 2014, and both supporting our organisational development over the last 10 years to become a charity and leading organisation nationally in the field of collaborative and social arts practice.

Patrick and Kat are supported by a Leadership Team representing each facet of the organisation and a brilliant and committed wider team across Operations, Marketing and Communications and of course our Programme Team, who support the work of communities and artists across context and geography.

We also draw upon the support of a wide array of critical friends, including our Management Consultant EDI specialist of over three years, Rachel Gnagniko, and countless community partners and artists we've had the pleasure of working with.

Heart of Glass really is a story of collective achievement and its history (and future) belongs to many people.

As we detail in our current Forward Strategy [Building Blocks 2023 - 2026](#) - our work occupies space in what might be described as non-traditional arts locations - forests, libraries, high streets, youth centres, empty shops, local farms, schools – spaces that we hold and inhabit in common. We believe every one of us has the right to have our voices heard; our stories celebrated, and our curiosity piqued and we do what we do because we believe in the power of art, and the power of people working together.

Whilst we are sad to say goodbye to our current Chair, we are also excited by the opportunity to fold new experience and new knowledge into the Heart of Glass story!

Yours sincerely,
The Heart of Glass Team!

Our commitment to Equity, Equality, Diversity and Inclusion

Heart of Glass aims to create spaces where people can share their different lived experience, knowledge and perspectives, in order to understand the world differently, together.

We want our board and staff team to be representative of the communities we work with.

We are keen to hear from applicants who have a lived experience of overcoming marginalisation and can help us remove barriers to engagement in the art sector and our organisation.

We encourage applications from people who have a lived experience of the impact of racism and/or discrimination; identify with coming from a disadvantaged background; people who are D/deaf, disabled or neurodiverse; and people who identify as LGBTQIA+.

We also want to ensure that our Board includes a balance of ages, genders and includes those with caring responsibilities.

If you are interested in this opportunity but feel there are barriers that may prevent you from applying please get in touch.

We will work with the successful candidate/candidates to meet any access requirements, and will be carrying out a full Chair/Co-Chairs induction programme to help embed you into the role.

About Us

Art Everywhere, for Everyone

We bring together artists and communities to make collaborative art, and provide support, resources and opportunities to artists and anyone interested in socially engaged practice.

We believe that art has the power to bring us together, imagine new futures and create real change.

We are part of Arts Council England's [Creative People and Places](#) Programme (CPP).

We are also one of Arts Council England's National Portfolio organisations, funded as a national agency for community arts-based practice.

Our values

We are collaborative

Valuing difference and diversity and creating space for change.

We believe that the story of our communities should be owned by our communities. That's why our programme will always be participatory, interactive and collaborative by its very nature and informed by accessibility, inclusion, diversity and difference. And it's also why our approach to everything we do is honest, open, democratic and always exciting! We don't write the rules. We work them out, together.

We challenge

Challenging who gets to set the agenda

Throughout our programme we prioritise marginalised, under-represented voices, taking a justice-led and regenerative approach to explore issues such as migration, disability, the climate crises, children's rights and mental health. We seek to challenge who sets the agenda, who makes the decisions that affect the place we call home, and whose stories get heard.

We care

Looking after ourselves, and one another

We are committed to being part of the solidarity economy, working towards a just, fair and more caring society for all of us. We may be a small organisation, but we love the fact that we are part of something bigger. We value and respect the experience, insight and participation of all of our community members, staff and artists, because each of us has a story to tell. And, together, the stories we tell today can change the narrative of the place we call home, tomorrow.

Our work

We know our work will be its most ambitious and meaningful if we create the right space - and time - for it to happen.

Some of our recent projects:

- Working with people affected by suicide to create films, music and performance that can give form to the infinitely complex and multi-layered nature of suicide - [The Suicide Chronicles](#)
- Contemplating the many possible futures of St Helens through the eyes of young people - [The Book of St Helens](#)

- Creating colourful murals to cover concrete buildings with the help of young families in supported accommodation, local communities and LGBTQIA+ young people - [St Helens and Knowsley mural programme](#)
- Working with colleagues across Europe as a founding partner of the Collaborative Arts Partnership Programme, a four year programme of artist exchange, research and learning.
<https://www.cappnetwork.com/author/heartofglass/>
- Bringing together artists, activists and community practitioners to reflect on the interconnectedness between humans, nature, place and land within the context of the climate crisis - [With For About: Care and the Commons](#) conference

About the role(s)

The Opportunity

Title Chair / Co-Chair of the Board of Trustees - one (Chair) or two (Co-Chair) positions available

Salary Voluntary unpaid role (travel and other reasonable expenses will be reimbursed)

Tenure Four year term with up to two terms being served.

Location We strongly encourage applicants from the North West, but location should not be considered a barrier to applying.

Commitment

- Five board meetings a year (usually in person, occasionally virtually). Currently we meet on a Wednesday evening (5-7pm) in February, May, July (online), October and December, this includes one Board/Staff Development Day (in person, usually in October), plus occasional extra meetings.
- Additional meetings with the CEO/Executive Team as needed.
- Occasional sub-committees or working groups (held virtually/hybrid).

Purpose of the roles of Chair / Co-Chair

The Chair / Co-Chair role/s will have the responsibility of leading an effective board, managing the Chief Executive and representing the organisation as an ambassador and advocate.

As Chair/Co-Chair for Heart of Glass you will support the other trustees and the senior leadership team to shape our vision and

mission, track our progress on achieving our strategic goals and ensure that we are compliant with all legal and regulatory requirements. You will also be our sounding board and critical friend, bringing your skills and experience into conversations to help us shape our organisation for the better.

Board of Trustees leadership

- Lead the Board, set its agenda, ensure legal and financial governance duties are met effectively and keep in touch with the organisation and its activities.
- Convene and lead board meetings and attend working groups.
- Ensure the effectiveness of individual trustees and the Board as a whole in all areas and responsibilities.
- Champion our Equity, Equality, Diversity and Inclusion and Environmental Responsibility commitments and actions.

Stakeholder management

- Build and maintain positive relationships across the Board, Executive team and with key external stakeholders, including existing and potential funders.
- Represent the organisation at outside events, be an ambassador, advocate and spokesperson for the Board, and represent the organisation, together with the Executive Team.
- Support the Executive Team in fundraising and encourage Trustees to do so.

Organisational governance

- Support the Charity's vision and strategy and monitor its implementation, together with the senior executive team and the rest of the Board.
- Line manage the CEO and work closely with them, and the Executive Director.
- Ensure timely and effective succession planning of Board members, Executive Team and other key roles.

Knowledge, skills and experience

Key attributes

- A demonstrable commitment to Heart of Glass and its objectives
- A commitment to inclusivity, equity, equality and diversity
- Passion for community arts as an agent of change

Essential

- Previous governance experience, as a trustee or equivalent
- Professional leadership experience
- Strong network of contacts that could be used for the benefit of the charity

Desirable

- Experience of chairing meetings
- Experience/knowledge of charity governance

Find out more and apply

Visit our website

heartofglass.org.uk/about

Annual reports

You can access our Trustee Annual Reports and Annual Accounts on our website: heartofglass.org.uk/annual-reports

Informal chat

Keen to find out more before you apply?

Our CEO Patrick Fox and current Chair Joanna Rowlands can be available for informal discussion with potential applicants. You will be able to ask questions or hear a bit more about our work and how you could be involved. We are offering **12th April** as a potential date for further discussion but will do our best to accommodate other requests. Please be aware that outside of this date (April 12th), discussions may need to be undertaken separately with our CEO and Chair due to diary availability.

Do let us know if you have any access requirements.

Drop us a line to book in an informal chat by emailing: recruitment@heartofglass.org.uk

How to apply

The closing date for applications for the Trustee role is 1st May 2024.

If you would like to be considered for the role(s) please send us:

- your detailed and up-to-date CV; and
- a supporting statement that addresses why you would like to be our new Chair/Co-Chair, and what skills and experience you will bring to the role.

We are happy to receive the above information in a format that suits you, be that written or audio.

This job pack is available in audio, easy read and large text on request.

When you have applied we will send you our equal opportunities monitoring form for you to complete. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

We will notify applicants by **10th May** if selected for interview, and we are proposing to hold interviews **on 22nd May** in a location in Merseyside, or remotely if requested. All costs associated with attending the interview will be covered by Heart of Glass.

Some additional dates for consideration if appointed include the following:

- June 1-1 with the current Chair / CEO to be arranged at an agreed time.
- Attendance as an Observer to Online Board Meeting - **31st July** .
- Attendance and participation at our Board / Staff Away Day on **9th October** which will take place all day at a location in Merseyside.
- Take up the role of Chair at AGM on **4th December** Board Meeting with formal handover.

Completed applications should be submitted to recruitment@heartofglass.org.uk by the closing date.

Recruitment process

We have clear procedures to ensure fairness within our recruitment:

- No one within the selection process will view your monitoring data
- Your application will be assessed on your skills and experience
- We endeavour to process applications in ways that acknowledge and reduce the impact of biases, with regards to gender and race, this includes removing your name from your application;
- We follow the social model of disability and recognise that some people experience disabling barriers. We will interview all applicants who inform us of a disability and meet the person specification. Heart of Glass is a Disability Confident Employer and we are committed to supporting any access requirements at interview and if appointed.

- If selected to come for an interview we will provide you with the interview questions in advance, giving you plenty of time to prepare your responses. At the interview we will be happy to answer any questions that you may have for us too.