**APPLICATION PACK
Board Member**

**Introduction**

We’re really glad that you are interested in the role of Board Member with The Mighty Creatives. Getting the right person for the role is important to us so we’ve pulled together this pack to help you decide and provide you with everything you need to apply.

**How to apply:**

**1.** Fill in the application form.

**2.** Save it as a Word document with your name and the words Board Member in the filename.

**3.** Email the form back to us at recruitment@themightycreatives.com:

**The Mighty Creatives Team**

P.S. We’re an accessible and equal opportunities organisation, so please get in touch with recruitment@themightycreatives.com (0116 2616 834) if you’d like to receive and return your form in a different format.

**WELCOME TO** **THE MIGHTY CREATIVES!**

Established in 2009, The Mighty Creatives is a charity which has transformed the lives of children and young people through arts, culture and creativity. Based at the heart of the cultural quarter in Leicester, we have served children and young people’s communities across the Midlands, reaching across the UK and Internationally through our partnership work.

 **Our Values are:**

**We know our stuff** We arepassionate and knowledgeable about the cause and
the programmes we deliver.

**We Listen** We are a learning organisation, informed by data and directed by evidence.

**We Collaborate** We value the right of children and young people and their communities to determine their own futures.

**We Act** We are focused on action, are driven by need.

**We Make a difference** We reflect on our work to enable, innovate and deliver change with style and ambition.

We have:

* Considerable expertise and experience in the fields of education, culture and youth engagement and empowerment.
* A well-managed, robust and financially sound organisation.
* Excellent regional and national partnerships.
* Tried, tested and scalable programmes that contribute to positive, lasting transformation.

We work in partnership with children and young people, key funders and sector partners to champion, develop, deliver and grow:

* Services that can be scaled up, demonstrate reach and result in significant and measurable cultural and social impacts.
* Inspiring opportunities for children and young people to engage with arts and culture.
* Investment in children and young people’s own creative skills, knowledge and practice.
* Capacity in the cultural and education sectors to support the infrastructure of the region.
* Programmes of cultural and creative education regionally, nationally and internationally.
* Models of practice which ensure that the creative voices of children and young people are at the heart of all our programmes.

**Our Vision, Mission and Theory of Change**

**Our vision** is to fight for a world where all children and young people will harness the power of arts, creativity and culture in order to transform themselves, their communities and their futures.

Listening and acting upon all the creative voices of children and young people is at the heart of our mission, particularly those of the most excluded and disadvantaged.

Children and young people’s creative voices are woven through our products and services and ensure that children and young people will:

* Develop the self-esteem and confidence to be themselves.
* Take risks to challenge, innovate and test the world.
* See themselves as active producers of culture, not just as passive consumers.
* Develop leadership skills.
* Influence their communities.
* Take their place on a world stage.

**Our mission** is driven by six strategic objectives:

1. Improving access to arts, culture and creativity.
2. Raising aspirations of children and young people.
3. Empowering children and young people to make positive social change.
4. Advocating for the power of arts, culture and creativity.
5. Increasing investment in children and young people’s arts, culture and creativity.
6. Sustaining the charity’s organisational resilience to meet our vision.

 **Our Theory of Change** starts with the problem statement, “*Too many children and young people live their lives in poverty, without arts, culture and creativity. This contributes to their educational under-achievement, poor physical and mental health, restricted social mobility and reduced employment and enterprise opportunities*”. Our long term goal is to improve the personal and social wellbeing, skills and education, cultural engagement and economic prospects of all children and young people in the Midlands, particularly those in the most disadvantaged places and from priority groups.

Our Theory of Change illustrates how we will work strategically and collaboratively to achieve and demonstrate personal, educational, social and economic outcomes for children and young people. It provides a summary of the changes that will occur and provides the context for our strategic goals, future partnerships and delivery plan.

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

[www.themightycreatives.com](http://www.themightycreatives.com)

**EQUALITY AND DIVERSITY**

The Mighty Creatives values diversity and is fully committed to promoting equality of opportunity, recognising that people are an extremely valuable resource for the organisation.

The Mighty Creatives is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

**Our Diversity Statement**

The Mighty Creatives’ believe that the way we act and the things we do have an effect on the world around us. To make sure this effect is a positive one we believe in continuously reflecting on our day-to-day activities, beliefs and values in order to challenge stereotypes and assumptions that may guide our decision-making and action-planning. This is why we use critical thinking and imagination in our planning, evaluation, reporting and performance management processes. This practice helps us to take more risks and challenge our own and the sector’s perceptions. As part of this, we are committed to co-production, and to championing and listening to the voices of children and young people.

**Our commitments**

The Mighty Creatives endorses the statutory obligations required by legislation, best practice codes and expectations of our funders, staff, participants and partners in the areas of sex, sexual orientation, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, ethnic origin, nationality, socio-economic status, religion or belief, disability or age.

We are committed to providing a working environment in which all of our people are able to realise their full potential and to contribute to the charity’s success. We are working towards best practice recruitment based on equal opportunities in order to diversify our paid and volunteer workforce and boards and pursue workplace practices, policies and procedures that enable all The Mighty Creatives to thrive.

We will actively create a culture of inclusion across our programmes and services. We will collaborate with the communities we work with to celebrate the talents of all the people and make a positive impact. We will challenge discrimination and prejudice where we find it. We will actively identify, champion and share good practice.

We are committed to doing this as we see that it will improve benefits to participants, deliver better quality of services and improve the effectiveness of our organisation.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Employment practices and procedures will be reviewed when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

**BRIEFING
Board Member**

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| **About the Board at The Mighty Creatives** |

The Mighty Creatives’ Board Members help run the charity and make sure it achieves its long-term goals. Board Members are volunteers and are selected through an open recruitment process. In legal terms, they are the charity’s Trustees and Directors of the Limited Company. We do ask our board members to ideally commit for a minimum of three years and we are working to good practice standards that would mean a maximum of six years.

We currently have 12 Board members. They have experience of working in education, public, private and voluntary sector organisations. We are looking for people who have experience in either marketing and communications, championing for the SEND sector or who have worked in a senior leadership role within an education environment who can help to support the organisation at a strategic level.

**So, what’s the role of a Board Member?**

Our Board Members are involved in the organisation in an important and influential way – in how it runs, how it raises and spends its money and what its priorities are for the future. In legal terms, a Board Member’s role is to ensure that the organisation operates in a way that enables it to fulfil its aims and objectives as effectively as possible and within legal and best practice guidelines.

Our Board is therefore responsible for directing the change we make in young lives, looking at the opportunities and challenges children and young people face and setting our priorities for how we will work with children and young people, their parents and professionals to make a better world for themselves and others.

The Board appoints and monitors the work of the Chief Executive. It also helps with issues to do with employing staff, monitoring the effectiveness of the charity’s work and agreeing the budget. We have a strong commitment to equal opportunities and an ambitious environmental action plan: our Board makes sure these commitments are reflected in all areas of work. Occasionally, the Board deals with private or sensitive issues about the organisation, our staff and beneficiaries. We require our Board Members to treat such information in confidence.

It is important that The Mighty Creatives makes the most of the abilities of its Board Members. We want you to help us gain deep insights into young lives, design innovative solutions to the challenges children and young people face and champion the power of creativity in helping all children and young people thrive. We also want you to help strengthen our organisation and help create with us a long-term future for our work.

That said, we also want our Board Members to have the opportunity to develop their knowledge and experience by being a part of a change-making organisation. If you are giving up your time to help us, we want it to be of value to you too. There are things you will need to know about your responsibilities as a Board Member under the Charities Act and the Trustee Act, as well as your statutory duties as a Director of a Limited Company. We also hope you will be interested in learning more about children and young people’s creativity and capacity for innovation – the heart of our work. As a Board Member, we will work with you to ensure that you have the information you need to fully understand and fulfil your role.

**So, what would you need to do?**

As a Board Member, we want you to attend and contribute to Board meetings where we set the aims and direction of The Mighty Creatives, review the organisation’s performance and set future priorities. That involves preparing for the meeting, attending on the day and making decisions with the other members. We also have various sub-committees and working groups that focus on particular parts of the charity’s work – helping us develop new products and services or manage our resources effectively.

Board meetings are held once every quarter and Board members are invited to attend occasional away days and evening events.

Importantly, we want our Board Members to be champions for The Mighty Creatives and to represent the charity positively wherever the opportunity arises.

**How do I find out what I need to know?**

We have put together an induction programme to share information with new Board Members and to explain the role in more detail. The induction covers the important legal responsibilities of being a Trustee, the principles of good governance – i.e. managing an organisation well and wisely – and many of the skills required to do the job well. The induction also provides a thorough introduction to The Mighty Creatives’ work and future plans.

**What about payments or other similar benefits?**

Board members are volunteers and cannot receive any sort of financial benefit or advantage simply because they are a Board Member.

We ask Board members to disclose any personal interests they might have in the organisation, including any close relatives or other organisations you are involved in.

**What about travel and expenses?**

The Mighty Creatives is based in Leicester, our Board meetings are currently taking place online, but there may be times when Board members will need to travel to Board meetings and events that take place around the East Midlands. Board Members will therefore need to travel across the region. You would be able to claim reasonable expenses (for example bus or rail fares, etc.) to get to meetings or events.

**Can I be stop being a Board member?**

Yes! You can choose to resign at any time if you wished to, as long as there were at least 3 other Board members still in place. The Board must be made up of at least 3 people and there is no maximum number.

We would like Board Members to be active and involved in the Board. If you weren’t able to fulfil your responsibilities to either your or our expectations, we would discuss ending your membership of the Board.

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| **What we are looking for?** |

There is no single picture of the ideal Board Member – everyone brings different strengths. You could be just starting out on your career or already be established in your chosen profession. Most importantly, you demonstrate leadership and a passion for change.

What could you bring? Well, we would really be interested in the following experiences:

* Marketing, PR and communications
* SEND sector
* Head teacher or senior leadership role within the education sector

But that list doesn’t include everything!

We are also especially interested in recruiting young people (under 30) who, whilst they may not have a great deal of experience in these key functions, are willing to learn and are committed to bringing a young person’s perspective and insights to the charity.

The test of whether or not you will be a good Board Member is simply if you can add value to the organisation or help to stimulate positive new thinking in relation to our work with, by and for children and young people. This could be in many different ways: you may have experience of working or volunteering in a similar area of work; you may be aware of issues affecting children and young people or have studied something relevant to our work; you may know something about how policy is made or have knowledge of a similar sort of business.

A formal job description and person specification is included below.

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| **Joining The Mighty Creatives** |

If you are interested in joining The Mighty Creatives’ Board, please read all of this pack, check out our web site and social media. If you think you can help, then complete and return the Expression of Interest form below. If we think you could really benefit the organisation, we will invite you to meet us to discuss your experience and skills further.

And, once again, we do not expect Board Members to know everything about us before they start! We have an induction programme to share information with you and to explain the role of the Board, our work and future plans in more detail.

**How can I find out more?**

If you have any questions, please contact our CEO, Nick Owen at The Mighty Creatives:

Nick@themightycreatives.com

**ROLE DESCRIPTION
Board Member**

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| **Terms of appointment** |

Role title: Board Member

Remuneration: Board Members are volunteers and do not receive any financial benefit. We are able to pay out of pocket expenses for attending meetings and events.

Term of office: There is no minimum or maximum term. We have adopted good practice standards of either 3 or a maximum of 6 years.

Hours/location: Meetings are held every 3 months, currently being held online using Zoom. Meetings usually last about two hours and are held in the evening. Board Members are also invited to attend occasional away days and evening events, with events and meetings taking place across the East Midlands.

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| **Outline of the role** |
| * To be a change-maker, helping to inspire and champion innovative solutions to the opportunities and challenges children and young people face.
* To work with fellow Board Members to make sure The Mighty Creatives fulfills its aims and objects as effectively as possible and in-keeping with relevant laws and best practice standards.
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| **Main duties and responsibilities** |

Board Members are expected to:

1. Have a full understanding of The Mighty Creatives’ vision, mission, values, charitable objects and constitution.
2. Read all papers circulated in advance of the Board meetings and remain informed about Board and company matters.
3. Regularly attend and contribute constructively to Board meetings, serving on working groups and committees as appropriate.
4. Ensure the effective governance of The Mighty Creatives and that its activities are compliant with its charitable status, Company Law and its Memorandum and Articles.
5. Contribute to the setting of strategic aims and direction of The Mighty Creatives.
6. Appoint and monitor the performance of the Chief Executive.
7. Agree the staff structure, terms and conditions of service.
8. Agree and monitor the organisational business plan.
9. Agree the budget and monitor financial performance.
10. Be an ambassador for The Mighty Creatives, representing the charity in a positive light and helping to ensure it develops and maintains an appropriate public profile.
11. Receive training when appropriate to support the work of the Board.
12. Participate in fundraising for the organisation.
13. Ensure that The Mighty Creatives’ equal opportunities and environmental policies are followed through in the practice of the organisation.
14. Treat with confidentiality any information about The Mighty Creatives’ members, users and staff that is personal, private or sensitive.

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| **Person specification** |

Above all, we want you to be a change-maker, using your passion and creativity to work as part of a leadership team to help guide our work and create positive change in young lives. We are both looking for people who can think big and those that have an eye for detail. You should be able to demonstrate some of the following:

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| **Criteria**  | **Standard** | **Essential/Desirable** |
| Commitment | To children’s rights and equality of opportunity | Essential |
| To work as part of a leadership team | Essential |
| To Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty andleadership\* | Essential |
| To attending 4 board meetings per year, an annual away day and occasional working group meetings and events | Essential |
| To The Mighty Creatives’ vision, mission and values | Essential |
| Knowledge andExperience | Income generation and / or fundraising | Desirable |
| Marketing, Communications and PR | Desirable |
| Managing people | Desirable |
| Specialist insight into working with children and young people (e.g. as an artist, teacher, policy maker) | Desirable |
| Being creative in identifying and solving complex problems at work or as a volunteer | Essential |
| The way charities and/or companies work  | Desirable |
| Local, regional and national policies affecting children and young people | Desirable |
| Issues affecting young lives in the East Midlands, UK and Europe | Desirable |
| Working nationally or internationally | Desirable |

\* From The Nolan Committee's First Report on Standards in Public Life.

<http://www.public-standards.gov.uk/>

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| **The legal bit…** |

Board Members (Trustees of the Charity and Directors of the Company) are expected to understand, or be willing to learn about, their responsibilities under the Charities Act and the Trustee Act, as well as the requirements of basic charity governance. They will also be expected to understand and act in accordance with their statutory duties as Directors of a Limited Company.