

Half Moon Trustee

A photograph of two women dancing on a stage. The woman on the left has long dark hair and is wearing a black and white long-sleeved top and blue jeans. The woman on the right has short grey hair and is wearing a light purple long-sleeved top and grey sweatpants. They are both in dynamic, low-to-the-ground dance poses. The background is dark with other people watching, and the floor is lit with colorful stage lights in shades of red, orange, and purple.

HALFMOON.ORG.UK
Recruitment Pack



About us

Half Moon is the UK's leading small-scale young people's venue and touring company. We are a local organisation based in Tower Hamlets with a national reach, committed to supporting artists and young people at every stage of their creative lives.

Our wide-ranging programme reaches around 50,000 annually and engages those who are often excluded from arts activity.

Half Moon's activity includes a season of professional plays for young audiences, national touring productions and an extensive creative learning programme, including eight youth theatres at our base and a further four after-school drama groups in the community, as well as pre-school programmes and curriculum focused projects.

Half Moon is a National Portfolio Organisation of Arts Council England and receives regular funding from the London Borough of Tower Hamlets.

Half Moon's digital archive is available at stagesofhalfmoon.org.uk

For further information about our work please visit halfmoon.org.uk

halfmoontheatre.org.uk

 [halfmoon_theatre](https://www.instagram.com/halfmoon_theatre)
 [halfmoontheatre](https://www.facebook.com/halfmoontheatre)

Registered Charity 1010192
Registered Company 02479179



Half Moon Trustee

About the role

At Half Moon, we are seeking a Trustee with a finance background to contribute to our on-going journey of delivering the best professional theatre and participatory activity for schools, community and youth services in London and across the UK.

We welcome applications on an equal basis from individuals who bring:

- **lived experiences reflecting the communities we serve, including those who are alumni or users of our many offers;**
- **finance experience that connects with the running of a not-for-profit charity, including those with trusteeship experience;**
- **work-based or voluntary experiences within cultural organisations or funding/charitable giving bodies;**
- **those with no prior trustee experience, including those under 30.**

Our charity is governed by its Memorandum and Articles of Association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Trustees are the charity's critical friends, working with the joint CEOs to scrutinise and review the ways of working, plans and strategic operations of the company.

The Board collectively ensures that the company complies with charity law, company law and any other relevant legislation, ensuring its resources are effectively used to deliver its objectives for the public benefit of the communities and artists served.

No prior knowledge of charity law is required and full training in the role of a Trustee will be provided, if required.

**To find out more about the current Trustees, please visit:
halfmoon.org.uk/who-we-are/meet-the-team/#trustees**



Key information

Time Commitment

- Four Board meetings per year, held quarterly at Half Moon. These are usually a week-day evening from 6.30pm-8.30pm.
- In addition, there is an annual Board retreat with the senior management team. This tends to be on a Saturday from 10.30am-4.30pm.
- In preparation, prior to each formal meeting, we expect it to take at least one hour to read the Board papers.
- Act as the lead Trustee lead on finance, which involves four to six meetings a year lasting around one hour, plus an annual meeting with the external auditor.
- Trustees are expected to experience the work across the professional and participatory programmes, as well as sometimes attend community and youth forum meetings, and volunteer at community fun days.

Representation

Diversity and inclusion lies at the heart of the organisation. We actively seek Trustees who reflect the communities and voices we serve through lived experiences.

Like with the work we make with and for young people, families and wider stakeholders, we welcome those who recognise that there are not always correct answers or solutions when talking about or addressing prejudice, social injustices, equality and social inclusion.

But instead, like any good story, the aim is to allow those who encounter our programmes, to join up their own dots, think creatively and ask questions, so they can discover their own answers to complex issues at any age through encountering high-quality theatre experiences.

How to **apply**

We are asking applicants to send us an email explaining their interest in the position (please do not be put off by this, this is simply to build our understanding of why you'd like to join our Board and your experience).

Feel free to attach a CV or links to social media sites like LinkedIn that lay out your experiences in a more formal way.

If you would prefer, we are very happy to receive applications in formats and styles that suit your needs (i.e. an audio file, visual file or in a writing style that suits).

This should be sent, in confidence to: Jackie Eley, Administrative Director (Company Secretary): jackie@halfmoon.org.uk

We will acknowledge receipt of your application, and should we feel it is appropriate, you will be contacted to arrange an informal conversation with a Trustee to delve further into your skills and experiences.

If both parties feel it is appropriate, potential Trustees will be invited as an Observer to the Board meeting in February, before formally joining as a Trustee.

All applicants will be contacted with the outcome to their application.

Please note that it is unlikely that all those who apply will be asked to meet with Trustees.

Deadline 10am, Monday 9 December 2024



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