

Trustee Recruitment Application Pack

Thank you so much for your interest in becoming a Trustee at Attitude Is Everything. We're dependent on people like you who are willing to give up your time and expertise for free in joining our Board. Our charity is focussed entirely on creating access to opportunity for disabled people who are keen to get into a career in music and the live event industries, or who just want to have the same opportunity to experience music and live events as their non-disabled peers. We've tried to keep the application process as smooth as possible, but please forgive us for the number of questions we ask and the amount of information we request – it's important to us to be accessible recruiters and to have a diverse and representative Board, and to be held to account on our Vision and Mission.

Once again, thank you – we really appreciate it.

Jane Dyball and Jacqui Adeniji-Williams

Co-Chairs



Attitude is Everything Trustee

Reports to: Co-Chairs

Meetings based: London, NW1/online

Salary: Voluntary

Deadline: 5th January 2024

About Attitude is Everything

Attitude is Everything (AiE) is a charity founded 23 years ago by Suzanne Bull MBE to facilitate deaf, disabled and neurodivergent people's access to music and live events. Initially funded as 1-year pilot by Arts Council England and the Department of Further Education, we grew successful enough to become an independent charity in 2008. Known for our ability to effect societal change, we're respected by the cultural sector & disabled people. We're disability-led: 70% of our staff team identify as disabled people and/or neurodivergent, & 100% of the 139 musicians on our artist programme, 169 participants on our employment programme & 973 of our volunteers are disabled people. This structure gives us authenticity, insight and a collective voice of power. We've worked in partnership with 200+ festivals and venues, making them accessible to the disabled community through our Live Events Access Charter, training, guidance and consultancy.

Since 2008 we've received regular funding from Arts Council England, becoming an Investment Principles Support Organisation in 2023. We're currently funded by four other major funders working in the culture and social justice space: The National Lottery Community Fund, Paul Hamlyn Foundation, Esmée Fairbairn Foundation and John Ellerman Foundation. We have a growing consultancy and training arm, alongside an individual and corporate donor programme.

Despite the very considerable challenges that both our organisation, and the sectors that we work in, have faced due to the impact of Covid 19, the organisation is in a positive financial position and both funders and partners recognise the ever more vital role of our work.

Our 2021-22 Annual Report and Accounts can be found at: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4035532/accounts-and-annual-returns>

Our website is: <http://www.attitudeiseverything.org.uk/>

Purpose

VISION:	Music and live event industries valuing disabled people as audience members, performers, professionals and volunteers
MISSION STATEMENT:	Attitude is Everything connects disabled people with music and event industries to improve access together.
CORE AIMS:	Through our work: <ul style="list-style-type: none">• Disabled people lead the change.• Industry professionals learn from real-life experience and expertise.• Barriers are identified and removed.• Best practice is celebrated and rewarded.• More disabled people play their part in music and live event industries

What we are looking for

First and foremost, we're looking for people who are passionate about equal access to music and live events, and who will fully get behind Attitude is Everything's Vision and Mission.

We have a vision for accessible employment; that disabled people can have a career in the music and live event industries. To support this, we have published our Accessible Employment Guide, and its principles support our own recruitment processes. The link to the guide is here: <http://www.attitudeiseverything.org.uk/professionals/accessible-employment-guide-launch-event>

We want our Board to be representative of the communities that it serves, so we're particularly interested in people who identify as disabled, deaf and/or neurodivergent and who are from diverse backgrounds, including from lower socio-economic backgrounds and from regions outside of London. We are particularly interested in hearing from senior leaders in the music industry, those with strong knowledge and experience of the fundraising landscape and individuals with policy experience.

Please note that this is a voluntary position and if successful, Trustees will be asked to formally declare their willingness to act as an Attitude is Everything Trustee, sign a Code of Conduct document and declare any conflicts of interest.

Key Responsibilities

The Board of Trustees operates from a position of trust in the Managing Director, Founder and Staff. Trustees must be confident that the Managing Director and Founder can make sure that organisation operates in an effective and ethical manner. It's important that there is some 'distance' between the Managing Director, Founder and Trustees. This is so that Trustees can give a healthy level of challenge, which is needed to make sure the interests of the organisation and its users are protected.

Trustees are expected to:

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objectives as defined in its governing document.
- Ensure the organisation applies its resources exclusively in pursuance of its objects.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets.
- Evaluate performance against agreed targets including with Arts Council England and other key funders.
- Safeguard the good name and values of Attitude is Everything.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Appoint the Leadership Team and monitor the performance (including 1-2-1s and annual Appraisals) of both the Managing Director and the Founder.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions (i.e., objectively and assessing any risks). This may involve:

- Reading and examining the Board papers
- Leading discussions
- Focusing on key issues
- Providing support and guidance on new ideas and programmes
- Hearing specific HR cases
- Supporting the fundraising and communications of the organisation
- Keeping an overview (i.e., not the details) and understanding of the work, programmes and practices of the Managing Director, Founder and staff

Person Specification

REQUIREMENTS:	
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> You <u>do not</u> need to have previous experience in being a Board member as we are seeking enthusiastic and talented people who are willing to grow with the organisation. We will consider applicants who fit most – but not all – aspects of the person specification. Do not be put off if there are one or two points you are not sure that you meet. We are looking for people have either personal and/or work-based experience of working with disabled people or those who have a long-term health condition.
KEY SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Awareness of the diverse requirements of disabled people at music and live events, and the issues that the UK music and live event industries currently face. Presentation and networking skills so that you can promote Attitude is Everything externally. We are particularly interested in hearing from senior leaders in the music industry, those with strong knowledge and experience of the fundraising landscape and individuals with policy experience.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Commitment to enabling equal access to music and live events, and actively supporting our Vision and Mission. Awareness and understanding of equity, equality and diversity as it applies in society. Ability to demonstrate Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Willingness to do your best to meet the trustee expectations (outlined below). Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. Strategic vision i.e., 'bigger picture' thinking. Good, independent judgement. Think creativity. Willingness to speak your mind but to express your views in a tactful, diplomatic way. Willingness to work effectively as a member of a team. Ability to build positive working relationships with both trustees and staff members. Impartiality, fairness and the ability to respect confidences.

Trustee Expectations

- To attend all meetings regularly, attending at least 4 out of 6 regular meetings in the financial year, and the Annual General Meeting (AGM).
- To represent the interests of disabled people in the music and live events industries, as appropriate.
- To prepare for each meeting by familiarising themselves with the agenda and issues to be discussed.
- To promote and inform others of our work and its current programme.
- To be a member of either a subcommittee or key steering group (when required).
- To attend meetings, functions and events on behalf of Attitude is Everything.
- To broker meetings with relevant and beneficial third parties.

Disqualification from acting as a Trustee.

Please note you cannot act as a charity trustee if:

- You have an unspent conviction for an offence:
 - Involving dishonesty or deception
 - Under Part 4 of the Counter-Terrorism Act 2008, Sections 13 or 19 of the Terrorism Act 2000 or under Part 2 of the Serious Crime Act 2007.
 - Under section 415 of the Proceeds of Crime Act 2002
 - Under 1, 2, 6, or 7 of the Bribery Act 2020
 - Under Section 77 or 336 (1) of the Charities Act 2011
 - For Aiding or Abetting any of the above offences
- You are on the Sex Offenders' Register
- You are a designated person under anti-terrorism legislation.
- You are disqualified as acting as a company director and have not been removed from the office of trustee, officer, agent or employee under legal proceedings on grounds of misconduct or mismanagement in the administration of the charity.
- You are not an undischarged bankrupt and am not subject to any orders relating to insolvency.

If any of the above apply, please do not proceed with your application.

Application Process

We don't have an application form. Instead, we'd like you to apply by providing us with your CV and answers to the questions below in a way that you feel most comfortable with. This could be by a letter, a video or another way.

Please answer the following questions:

- Why do you want to be a Trustee of Attitude is Everything?
- What skills and experience do you have, following the Person Specification?
- We're particularly looking for Trustees with experience and skills in fundraising. Please tell us about any experience you bring in this area.

Other information:

- Please also provide us with the contact details of two referees and declare any convictions/confirm that you're not barred from being a Trustee.

Please submit your application to: administrator@attitudeiseverything.org.uk, marking your email as 'Trustee application'.

Application deadline: 5th January 2024. We envisage that interviews will take place in late January.

If you would like an informal conversation with a Trustee please contact Jane Dyball on jane@janedyball.co.uk