We help young people from underrepresented backgrounds thrive in the arts and humanities. We provide guidance so they can chart their own course. We create connections to help them get ahead. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support over 1,000 young people nationally.

Our values
- **We are bold**, actively changing UK culture in a big, far-reaching way.
- **We are optimistic** about the future and celebrate the best in human nature.
- **Community** is fundamental to our existence and the success of our mission.

Our culture
Arts Emergency is committed to being a welcoming and inclusive organisation. We believe that for our society to be fair and kind, every young person should have the chance to contribute to the culture they live in. That's why we’re dedicated to levelling the playing field. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes.

We’re dedicated to social justice and making the arts and humanities equitable for all. When we recruit we will always commit to covering expenses for travel and childcare on request, and where a trustee is unwaged or in full time education we will pay the living wage for meetings you attend on receipt of an invoice.

We particularly welcome applications from disabled people, people of colour and minority ethnic candidates.

Our board meetings currently take place remotely and we welcome applications from people based in all regions of the UK, particularly the North West of England where we have sizable projects.

Trustee meetings take place every six weeks starting at 6pm and are based in head office in Hackney, or via Zoom.

In addition, trustees may be asked to attend events as a representative of Arts Emergency or to volunteer to work on particular projects on their own or as part of a small working group on other activities related to the role.

Arts Emergency HQ is based at Unit W3, 8 Woodberry Down, London N4 2TG.
Lead Trustee for Safeguarding

About the role

Trustees play a key role in the governance of the organisation; the Board are very hands-on, directly supporting the CEO through strategic decision-making, business development and fundraising. The trustees meet six times a year, but are expected to interact with the organisation in between these meetings.

We are currently seeking a trustee to lead on Safeguarding our young people. Your primary role will be to support the Executive Team’s Safeguarding Officers and Chief Executive. We would ask you to scrutinise safeguarding arrangements, keep up to date with the Charity Commission requirements for safeguarding, including procedures for reporting of any serious incidents and ensuring that safeguarding allegations or incidents are reported to other agencies in accordance with legislation and best practice.

Trustees are collectively responsible for overseeing all safeguarding concerns, allegations (whether alleged or actual abuse or neglect) across the whole of Arts Emergency. They are responsible for supporting the Senior Management Team, Head of Programmes and Designated Safeguarding Officers to be able to carry out their duties.

As Lead Trustee for Safeguarding you will work with the team to promote a positive culture around safeguarding so that staff, volunteers, partners and those working on behalf or for Arts Emergency understand their safeguarding roles and responsibilities and are enabled to raise concerns.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Trustee</th>
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<tbody>
<tr>
<td>Contract duration and salary</td>
<td>Voluntary position with a three year term of office</td>
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<tr>
<td>Department/Section</td>
<td>Trustee Board</td>
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<tr>
<td>Main purpose of job</td>
<td>As Lead Trustee for Safeguarding you will work with the team to promote a positive culture around safeguarding so that staff, volunteers, those working on behalf or for Arts Emergency, including visitors and partners will understand their safeguarding roles and responsibilities and are enabled to raise concerns.</td>
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<td>Reporting to</td>
<td>Chair of Trustees</td>
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<td>Key tasks</td>
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<td>● Advise and support the Designated Safeguarding Officer and Deputy Designated Safeguarding Officer in developing and establishing our approach to safeguarding.</td>
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<td>● Play a lead role in maintaining and reviewing our plan for safeguarding.</td>
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<td>● Support the distribution of policies, procedures and safeguarding resources throughout our organisation.</td>
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<td>● Provide safeguarding advice and support to the relevant staff.</td>
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The general duties of a trustee are as follows:

● Ensuring that Arts Emergency pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy. Our objects include:
  ○ To promote the arts and higher education and to encourage, maintain and develop public education and appreciation of the arts and higher education
  ○ to remove barriers to young people who wish to study through a network of support, introduction to mentoring schemes and to assist young persons who wish to study an arts degree in all aspects by, but not limited to:
    ○ to promote, improve, develop and maintain the appreciation of the arts.
● Ensuring that Arts Emergency complies with its governing document, charity law, company law and any other relevant legislation or regulations
● Ensuring that Arts Emergency applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
● Ensuring that Arts Emergency defines its goals and evaluates performance against agreed targets
● Sustaining the good name and values of Arts Emergency
● Ensuring the effective and efficient administration of Arts Emergency, including having appropriate policies and procedures in place
● Ensuring the financial stability of Arts Emergency
● Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
● Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
PERSON SPECIFICATION

- Current or recent experience working in safeguarding adults as either an employee or volunteer
- Knowledge of the Safeguarding Vulnerable Groups Act 2006, and the Children and Social Work Act 2017 as well as a strong grasp of other relevant legislation and policies that surround safeguarding young people and vulnerable adults
- A commitment to Arts Emergency's values, objects and aims
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

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. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

How to apply:

Please submit a CV and covering letter to jobs@arts-emergency.org, outlining why you meet the person specification and want to volunteer as a trustee with us. Please ensure you use the subject line ‘AESG’ in your email.

Deadline: Monday 20th September 2021