

Treasurer and Trustee Opportunities

Heart of Glass



Take Over 2019: A Madlove Take Over →

Treasurer and Trustee Opportunities

Hello,

Thanks for your interest in the role of Trustee at Heart of Glass.

Heart of Glass is a registered charity based in St Helens. We work with the local community here and across Merseyside to make what we believe is meaningful art. We bring artists and communities together to make art that can create connections, tell stories and generate change.

Our organisation has rapidly grown in reach and size since we were established in 2014 and became a charity in 2018 and we are seeking new Trustees to help lead our organisation through the next stages of our strategic development. We are very keen to hear from applicants who have a lived experience of being marginalised and we value experiences that can help us remove barriers to engagement with our organisation and the wider arts sector.

Are you passionate about working with local communities to support meaningful art? Do you want to put your understanding of strategic development or your experience in finance at the service of bringing artists and communities together to make art that can create connections, tell stories and generate change? If that sounds like you, we want to hear from you!

Please read through this pack to find out more about us, the roles that we have available, and how to apply. We are all looking forward to hearing from you.

Yours Sincerely,



Joanna Rowlands
Chair of Trustees



Our Commitment to Equality, Diversity and Inclusion

We want our board of trustees to be more representative, and we are embarking on a journey of transformation to make this change happen.

The Heart of Glass staff team and board of trustees are working on strategies and actions to create a more diverse workforce, reaffirm our mission and values within our operations as well as our programme, to reflect critically on our work, and to continue to develop as an organisation that is representative and equitable.

We wish to build upon our commitment as an organisation to support and amplify the voices of marginalised artists, professionals and communities, within our work, organisation and practice. We are accountable for dismantling systemic racism, and we encourage others to do the same. We are establishing and embedding our organisation-wide inclusion principles. Please take a look at our anti-racism statement (<https://www.heartofglass.org.uk/anti-racism-statement>).

All board members are invited to participate in our all-staff training focused on anti-racism from an intersectional perspective, including on trans-awareness, unconscious bias, anti-racism, identity, power and privilege and post-colonial theory.

Diverse representation at all levels is our priority. We also encourage an ongoing process of critical reflection and learning and we have shared an all staff and board non-exhaustive reading list.

We are very keen to hear from and we encourage applications from people who experience racism; 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 of trustees includes the perspective of and is as balanced as possible in terms of age, gender and caring responsibilities.

We are committed to inclusive working practices and understand there may be barriers people face when considering an opportunity like this. We are not perfect and we want to do better in making these processes as accessible as possible. If you are interested in this opportunity but feel there are things that may prevent you from getting involved please get in touch. However you define access, whether that be disability, white spaces, money, access to the internet, childcare, institutional transphobia or other forms of exclusion please let us know how we can support you in making your application and throughout the recruitment process.

We will be carrying out a full trustee induction programme when you join the organisation to support embedding you into the role. Upon appointment we will carry out a full trustee induction programme and will work with you to meet your access requirements in order to support you in fulfilling your duties as a Trustee.

We warmly welcome applications from those who are new to being a Trustee as well as individuals who have a proven track record in governance roles.

Whilst we strongly encourage applicants from our local area of St Helens and Liverpool City Region, we also are open to trustees from further afield and location should not be considered a barrier to applying.



We Are Still Here: Simon Mckeown →



Take Over 2018: Le Gateau Chocolat →



About us

Art Everywhere, for Everyone.

We are Heart of Glass, proudly founded and established in St Helens in the Liverpool City Region and work locally, regionally, nationally and internationally.

We believe that art has the power to bring us together and create change, for the people of our community, and the place we call home. We unlock stories, reimagine public spaces, ask awkward questions and forge new connections. Why? Because we know that art can transform lives and deeply affect our relationship with the world around us. Art is the starting point for each and every journey.

By working with artists, children and their families, adults of all ages, refugees, asylum seekers and migrants, disabled people, older people and communities of all kinds we support each other – and learn from each other – on creative journeys of enquiry and exploration. We do this because we believe that each and every one of us has the right to have our voices heard; our stories celebrated and our curiosity ignited.

About us

Art Everywhere, for Everyone.

Art belongs everywhere. Our parks, our buildings and our streets. The closer it is to all of us the more it has the ability to illuminate, inspire and create change. Over the past 6 years, through collaboration and conversation, we've supported thousands of people to share their stories and learn from the stories of others.

We believe that by working together, collaborating, experimenting and listening, the end result can be truly transformative, whether that's a workshop, an exhibition, a live art show or a festival.

We are funded to deliver our work from many sources. Of significance, since 2014 we have delivered Arts Council England's Creative People and Places programme in St Helens. In 2018 we became one of Arts Council England's National Portfolio Organisations for our role as a national agency for community arts-based practice, recognising the value of our work in the wider region and on the national and international stage.

We love working in Merseyside and beyond, and we're fortunate to team up with amazing people from near – and far. Everyone has the right (and the potential) to make art. And everywhere has the potential to be a gallery, or performance space. For us, the town is our arts centre. That's why you'll see us popping up in the most unexpected places.

We would love you to join us.



Always Full →



SALT by Selina Thompson →



Circle Shadows Overheads →

Our Vision, Mission and Values

Vision

Our vision is a vibrant and robust arts 'ecology' in and across St Helens and surrounding areas, an ecology that is at the centre of wider regional, national and international arts networks. Our vision is to be acknowledged as a global and national leader in the field of collaborative and social arts practice and recognised as a thought leader and pioneer within the sector. Our vision is to be a driver for cultural and social change. Our vision is of work and artistic relationships that are politically and socially relevant, connecting artists and communities in the creation of ambitious and transformative work.

Mission

We produce extraordinary art in unexpected places. We produce art that challenges perceptions, surprises and inspires - we see the town as our art centre. We want the work of artists in collaboration with diverse communities to break new ground and lead innovation and best practice in contemporary art and society.

Values

Heart of Glass is committed to Art, The Arts, Participation and Practice. These four key principles, at the heart of our work, are underpinned by a set of values that we group under the following headings:

We are collaborative

The democratisation of arts and artistic practice drives our core aim, to increase cultural engagement. Our approach is based on open, transparent and participatory practice, recognising and equally valuing the contributions of artists, individuals and communities to our overall mission and vision, and in their own right. We are wholly committed to diversity, we value and honour the insights and participation of all of our community members and we understand that isolation ultimately undermines collective liberation. Heart of Glass is built on partnership. Our work is together.

We are challenging

We seek to challenge on multiple fronts through our work. Through our commitment to collaboration we seek to challenge who gets to be part of the making of contemporary art. We seek to challenge ideas of where art happens, and create the conditions for work to take place in what might be classed as unexpected or non-traditional spaces. We seek to challenge in terms of our commitment to social arts practice, and support work informed by the politics of our times that seeks to create moments of collective liberation and possibility.

We are caring

We are committed to open and accessible two-way communication, and work to understand as much as we can and always respond constructively and positively. We are a learning organisation, open to change and committed to continuous improvement. We value and honour the insights and participation of all of our community members, staff and partners, and we value people as they are, for who they are, and understand that ALL people have inherent worth.

The role of a Trustee

Trustees' are the unsung heroes of our organisation. They ensure that we are operating with integrity and honesty and delivering our work in the way that we said we would when we became a charity back in 2018.

As a Trustee for Heart of Glass you will work with the other board members 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 programme and organisation for the better.



The formal responsibilities of a Trustee are to:

- work with the Chief Executive to develop and maintain our vision, mission and values;
- work with the Chief Executive to create a firm strategic direction for the organisation, agreeing delivery objectives and evaluating performance against agreed targets;
- act as an ambassador, networker and spokesperson for Heart of Glass and our role in the Liverpool City Region and nationally, assisting in developing relationships with key stakeholders such as Arts Council England, St Helens Council and the Liverpool City Region Combined Authority;
- be a sounding board for ideas and discussions, helping us to view our programme, goals and challenges from different perspectives;
- ensure that we comply at all times with our governing document, charity law, company law and any other relevant legislation;
- ensure that we deliver our work in line with our charitable objects, as defined in our governing document;
- ensure that suitable financial controls and systems for managing risk are in place and operating effectively;
- be an active member of the board of trustees, ensuring effective performance of the group as a whole;
- protect, manage and adequately insure the property and funds of the charity;
- all Trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding the welfare of children, young people and adults at risk
- approve and monitor the implementation of our internal policies; and
- act reasonably and prudently in all matters relating to Heart of Glass and must always bear the interest of the charity in mind.


Additional duties

In addition, 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 and committee papers, leading discussions, and providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

Heart of Glass has a system of 'lead' Trustees, so that the Trustee's special expertise can be fully utilised in our day to day work, for example, Safeguarding Lead, Health & Safety Lead.

Trustee areas of expertise we are seeking:

We are seeking a new Treasurer (see next page for further details), as well as Trustees with a deep knowledge and passion for St Helens and the Liverpool City Region, experience of community development or grassroots community based working, legal expertise, those with experience of income generation, and youth and education sector expertise.



[You Make Me Feel Good : Laurence Payot →](#)

The role of Treasurer

The role of Treasurer brings guidance and support to the wider board of trustees, playing a pivotal role in the financial health and viability of the organisation.

While it is every Trustees responsibility to ensure that we operate effectively and have sound financial practices in place the role of Treasurer supports the wider board of trustees in doing so. The role monitors the financial administration of the charity and reports to the board of trustees at regular intervals on the state of our financial health. They do this in line with best practice, and in compliance with the governing document and legal requirements; providing the board of trustees with the confidence and knowledge to make better strategic decisions.

The main responsibilities and duties of the Treasurer include:

- leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- leading in the development and implementation of financial reserves, cost-management and investment policies;
- liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
- chairing the finance and audit sub-committee in line with the terms of reference, and reporting back to the board of trustees;
- monitoring and advising on the financial viability of the charity;
- overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- advising on the financial implications of the charity's strategic plan;
- overseeing the charity's financial risk-management process;
- board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations; and
- acting as a counter signatory on the charity's bank account.

Knowledge and experience

It is our desire that our new Treasurer will have some or all of the following knowledge and experience:

- Financial and audit/risk knowledge and experience of board level roles such as Chief Finance Officer, Finance Director, Treasurer or equivalent;
- Strong understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship; and an
- Appreciation of the nature of risk management at board level.



Keep Going Keep Growing →



Baa Baa Baric : Army of Beauty →

Terms of appointment

Eligibility

In order to become a Trustee, according to Charity Commission rules, you must not:

- have any unspent convictions for offences of dishonesty or deception
- be currently declared bankrupt or subject to bankruptcy restrictions or an interim order
- be subject to a debt relief order, a debt relief restrictions order or interim order
- be disqualified from being a company director
- have previously been disqualified or removed as a trustee, charity officer, agent or employee, by the Commission or the High Court due to misconduct or mismanagement.

Remuneration

The role of Trustee is unremunerated, which means that we cannot pay you for your time.

Expenses

We can, however, pay you for reasonable travel and out of pocket expenses which would be reimbursed through submission of receipts.

Length of term

The length of a term for a Trustee is four years for one term, and a Trustee is permitted to serve up to two terms before retirement.

Time commitment

We host up to five full board meetings each year. They generally last two hours and are hosted in a mixture of online and in person meetings. To date our board meetings have been held in the evening although we are always open to changing the time to suit board members.

We also host a number of online sub-committees including the finance and audit sub-committee and the diversity and inclusion sub-committee which each meet up to four times a year. The Treasurer would be required to chair the finance and audit committee and as an appointed Trustee these may also be meetings that you elect to join.

In addition to formal meetings Trustees are also expected to attend occasional public or private events, e.g. supporter/fundraising events, strategic planning board away days and public profile events.

How to find out more

Website

Due to current lockdown restrictions we do not have much happening in the public domain for you to come along to, but the website has information on all of our latest projects that are happening out in the community and online. The website also has a great [Thoughts and News](#) section where you can see what's been happening, read lots of brilliant contributions from our collaborators and listen to a podcast or two. [Our About](#) section has our latest video roundup and lots of information about us, the team, collaborators and our current board of trustees.

Social media

You can also find out about us via our social media channels.

📧 [@ourheartofglass](#)

📘 [@ourheartofglass](#)

🐦 [@theheartofglass](#)

📺 [Heart of Glass](#)

📌 [Heart of Glass St Helens Ltd](#)

Annual reports

You can access our Trustee Annual Reports and Annual Accounts on our website through the following link: <https://www.heartofglass.org.uk/annual-reports>

Online information sessions

During this recruitment period we will be holding an information session. This session will enable you to meet our Chief Executive, Patrick Fox and Trustee Gordon Pennington. They will do a short informal presentation about Heart of Glass and what it's like to be a Trustee for us. You will be able to ask questions or just watch and hear about our work and how you could be involved.

This session will take place on Thursday 29th July 5–6pm.

This session will be held online via Zoom, if you would like to attend please email recruitment@heartofglass.org.uk to book your place. Please let us know if you have any access requirements for this session, for example BSL interpretation.

Informal chat

You can also book in an informal chat about the role with one of our current Trustees or our Chief Executive, Patrick Fox. Please email recruitment@heartofglass.org.uk and we can set that up for you.



Lost Castles →

How to apply

The closing date for applications for the Trustees role is noon on 25th August 2021.

If you would like to be considered for the roles please send us:

- your detailed and up-to-date CV; and
- a supporting statement that addresses why you would like to be a Trustee for us, 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, audio or visual.

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

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.

If you require any further information about the process of us appointing a trustee, need additional information about the role or wish to have an informal and confidential discussion then please contact recruitment@heartofglass.org.uk.

For access support please also contact recruitment@heartofglass.org.uk

If you are unable to email and need to telephone **please call 07421 455619**. Please be aware that this phone is not answered everyday, but if you leave a message we will get back to you as soon as we can.

Recruitment process

We have clear procedures to ensure fairness within our recruitment:

- Your equality monitoring form will be kept separate from your application. No one within the selection process will view your monitoring data;
- Your application will be assessed based on how your skills and experiences will support you in carrying out the duties of a Trustee and whether you are from one of the areas we are seeking (new voices from St Helens and the Liverpool City Region, those based in legal services, financial services, community sectors, children and young people services, the education sector and those with experience of income generation);
- We endeavour to process applications in ways that remove unconscious bias, with regards to gender and race, this includes removing your name from your application;
- We use the social model of disability recognising that some people experience disabling barriers. We will interview all applicants who inform us of their disability and are from the areas we are seeking (new voices from St Helens and the Liverpool City Region, those based in legal services, financial services, community sectors, children and young people services, the education sector and those with experience of income generation) and are committed to supporting any access requirements at interview and if appointed;
- The selection and interview panel will be made up of people from diverse backgrounds, this may include different socio-economic, sexuality, gender and ethnic backgrounds;
- 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.

Supported by our partners



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