



# Trustee and Development Board Chair

CANDIDATE INFORMATION PACK



INCLUSIVE  BOARDS



# Welcome from our Chair

We are proud to be considered as one of the best places to experience live music in the UK. However we are more than an iconic music and performing arts venue; at our core we are a young people's charity and the UK's leading Creative Centre for young people.

Over the past few years, the Roundhouse has rebuilt to become stronger and smarter, responding to the needs of our audiences, young people and our workforce. Our creative community has returned in droves and we've welcomed hundreds of thousands of audience members into our main space. We've not only restored our youth programme to pre-pandemic levels but, for the first time, exceeded them.

At the same time, we've opened an incredible new creative space, Roundhouse Works - a groundbreaking new creative centre for 18 to 30-year-olds, which focuses on helping young people have sustainable creative careers.

We want to empower the next generation of young creatives. Creativity gives young people the chance to explore, innovate and connect. And when creativity is embedded in every aspect of our life, we bring about positive societal, personal change and ultimately raise the creative potential of the UK.

We have built an incredibly strong organisation; and our mixed economy model has meant we haven't been reliant on just one income stream. However, our fundraising income is vitally important, and the Development Board is integral to our growth and ambition.

The new Development Board Chair will play a leading role in ensuring the financial viability of the Roundhouse and enable us to grow our support of young people over the coming years.



**SIMON TURNER, CHAIR**



# About Roundhouse

**We're here to transform. To create, agitate and excite. To shake things up.**

Roundhouse is an iconic venue steeped in history. Since the 1960s, we've opened up space for creativity to lift spirits, people and communities – day in, night out. The modern day Roundhouse harnesses the creativity of young people and new artists. Through our ambitious youth programme, 11-30 year-olds can take part in workshops that ignite a passion, learn how to break into the industry, or use our affordable studio spaces to work and collaborate.

The Roundhouse is a hub of inspiration where artists and emerging talent create extraordinary work and where young people can grow creatively as individuals. We believe in the power of creativity to change lives. By giving young people the chance to engage with the arts through our music, media and performance projects, we inspire them to reach further, dream bigger, and achieve more.

We do this because we believe creativity gives us freedom and hope; and has the power to transform.

At the Roundhouse we have a clear vision: we live by our values with a clear passion to create both an inclusive venue and a workplace which not only attracts diverse talent but allows every member of the organisation the chance to thrive. We weave inclusion into our culture enabling every individual the equal opportunity to succeed.





# Our Mission and Values

**We believe that creativity empowers people and communities.**

## **WE DRIVE CHANGE**

We want to be at the forefront of change, leading the way across all areas of our work. We want to challenge the norms, innovate, improve our practice and make what we already do even better. We measure ourselves against the best and strive to be one step ahead so that we can create real positive change for young people and the communities we serve.

## **WE CELEBRATE OUR DIFFERENCES**

We're all from different walks of life and bring our own experiences and ideas to our role. We're striving to make our workforce even more diverse so that the team better reflects London. We want everyone to believe in the difference that they can make when they join the Roundhouse and we are connected by the desire to make a positive change in the world through creativity.

## **WE'RE ACCOUNTABLE**

Being accountable means that we expect everyone to take responsibility for the role they play at the Roundhouse. We're transparent about our successes and our failings, honest and solution-focused.



EROUND  
SOUND





# Our Commitment to Equity, Diversity and Inclusion

Equity, Diversity and Inclusion is central to our work at the Roundhouse.

We have a team of creative, ambitious and passionate people who want to improve access and opportunities for young people, peers, audiences and artists.

We want the Roundhouse to feel like London. This means that the demographic makeup of our board, staff, young creatives programmes and our stages should better reflect London, working towards our goal of diversifying the creative industries. We set targets to increase Global Majority staff across the team including on our board and in our workforce which we've been working towards since 2020.

We have evolved our anti-racism commitments and, alongside them, carved out broader EDI commitments. This work falls under three key goals:

- Diversify our team and our stages
- Improve the accessibility of our spaces
- Influence change across the sector and beyond

We are committed to increasing diversity and inclusion within our board. We therefore welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role - Roundhouse are a Disability Confident level 2 employer.

If there is anything else you're concerned about or think we could provide, please let us know. To learn more about our EDI work and impact please visit our website [here](#)



## About the Role

The Roundhouse is seeking to appoint a new role of **Development Board Chair**. This role will engage with and build a Development Board to drive income and partnerships to help the Roundhouse achieve its ambitions over the next three years in line with its new exciting business plan that is being developed in 2024/5. You will be part of a highly ambitious organisation with an outstanding reputation for its work with young people and its exciting artistic programmes and play a key role in enabling the growth of our work. As Development Board Chair, the successful candidate will also serve as a Trustee on the Roundhouse board.

### Our Development Board Chair will:

- Be responsible for supporting the development of collaborative relationships and partnerships with individual donors and corporate partners to grow income which will enable the Roundhouse to achieve their ambitions around its work with young creatives.
- Work with the exec to agree targets for the Development Board and ensure they are clearly communicated with the rest of the Dev Board members, holding the group to account where appropriate.
- Chair quarterly meetings of the Development Board effectively and efficiently
- Work with the Roundhouse to recruit and refresh the Development Board to ensure the right balance of knowledge and expertise needed to raise funds effectively
- Ensure that fundraising approaches are aligned with the Roundhouse Fundraising Ethical policy and processes and EDI commitments.
- Establish and build a strong, effective and a constructive working relationship with the Associate Director of Partnerships & Philanthropy and the Partnerships & Impact Director to jointly set objectives, timelines and actions for the Development Board.
- Provide a status update/ report to the Board of Trustees at each Board meeting in line with the other sub committee reports.





## About the Role (continued)

### As a member of the Roundhouse Board of trustees:

- Help to set the vision, strategy, organisational values, and the risk appetite.
- Actively participate in Board meetings at the Roundhouse and contribute to committees as relevant.
- Steer, facilitate and hold the Executive team to account.
- Nurture and leverage positive working relationships internally and externally.
- Be a champion to the Roundhouse's constituencies including funders (public and private), audiences, government, local communities, performers and artists.
- Be able to establish associations, built on trust, with fellow Board members and the Executive team.
- Act as an ambassador and build impactful relationships outside the organisation.
- Support events and participate in the Roundhouse programmes.
- Be willing to be engaged actively in discussions and decision making.
- Be fiscally astute and help ensure the trust's financial dealings are accurately accounted for and audited.
- Remain independent and to act in a personal capacity and not as the representative of any organisation or individual.
- Understand the practice and role of governance, and the risk appetite of arts and culture organisations; and or have the interest and ability to gain that understanding.
- Commit to abiding by the standards of integrity and behaviour laid down in the Trustee Code of Conduct.







STYD  
GE DRIVE

BLOWN AWAY BY THE COURAGE  
**ROB ABAD'S CURTAIN CALL**  
EXPERIENCE THE INCREDIBLE NEW INSTALLATION  
AS PART OF THE BROADWAY'S 50TH  
ANNIVERSARY CELEBRATIONS

50th Anniversary  
Broadway

“Broadway gave me everything I needed to become  
a Broadway actor. From park to the Broadway Center  
Program, sponsored by Broadway, I learned to perform  
with skills, as well as to be a professional actor and  
actor and musician.” — Andrew

CELEBRATE  
50th ANNIVERSARY

EVERYBODY'S GOT TO GET UP  
THE WAY YOU CAN  
**CAMDEN BEACH**  
A BROADWAY CELEBRATION

Camden Beach

Last year, 1,000 young people got to  
perform on the Broadway in 2009  
at the 50th Anniversary of the  
Broadway Center for the Performing Arts

CELEBRATE  
50th ANNIVERSARY

WE'RE HERE  
TO TRANSFORM.

TO CREATE,  
AGITATE & EXCITE.

TO SHAKE  
THINGS UP.



## Person Specification

We're eager to hear from interested individuals with a broad range of backgrounds and expertise. The essential criteria for the role, is experience of:

- Charity Development Boards
- Fundraising with high net worth individuals and companies

The core skills and expertise required are:

- Senior strategic experience with excellent strategic vision
- Good, independent judgement
- An ability to think creatively
- Well networked, with the ability to advocate on behalf of the Roundhouse
- An enquiring mind, with the confidence to challenge constructively
- An ability to work collaboratively as part of a team.
- Able to resolve problems in innovative ways
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to Equality and Diversity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (formal guidance on the responsibilities of Trustees is issued by the Charity Commission, [see Guidance Note CC03](#))
- Responsive and willing to volunteer their time to support the Roundhouse



# Additional Information



## **TIME COMMITMENT:**

We anticipate that the total time commitment will be approximately 1-2 days per month to include:

- Four Development Board meetings a year which are held in person at the Roundhouse. The Chair is also expected to have ad hoc meetings and be in contact with the CEO, Partnerships & Impact Director, Associate Director of Partnerships & Philanthropy and liaise with other Board members.
- Roundhouse Board meetings (usually 4 to 6 times a year) which are held in person at the Roundhouse
- A Roundhouse Board annual strategy day

## **CONFLICTS OF INTEREST:**

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

## **TERMS OF APPOINTMENT:**

Three years' initial tenure with an option for three further years. This role is not subject to the provisions of employment law.

## **LOCATION:**

The Roundhouse, Chalk Farm Rd, Chalk Farm, London NW1 8EH, and occasional alternative off-site venues.

## **REMUNERATION:**

This is a voluntary position, however, reasonable expenses incurred on Roundhouse Trust business will be reimbursed.





## How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of the Roundhouse. If you wish to apply for this position, please supply the following by 23:59 on 30/06/2024.

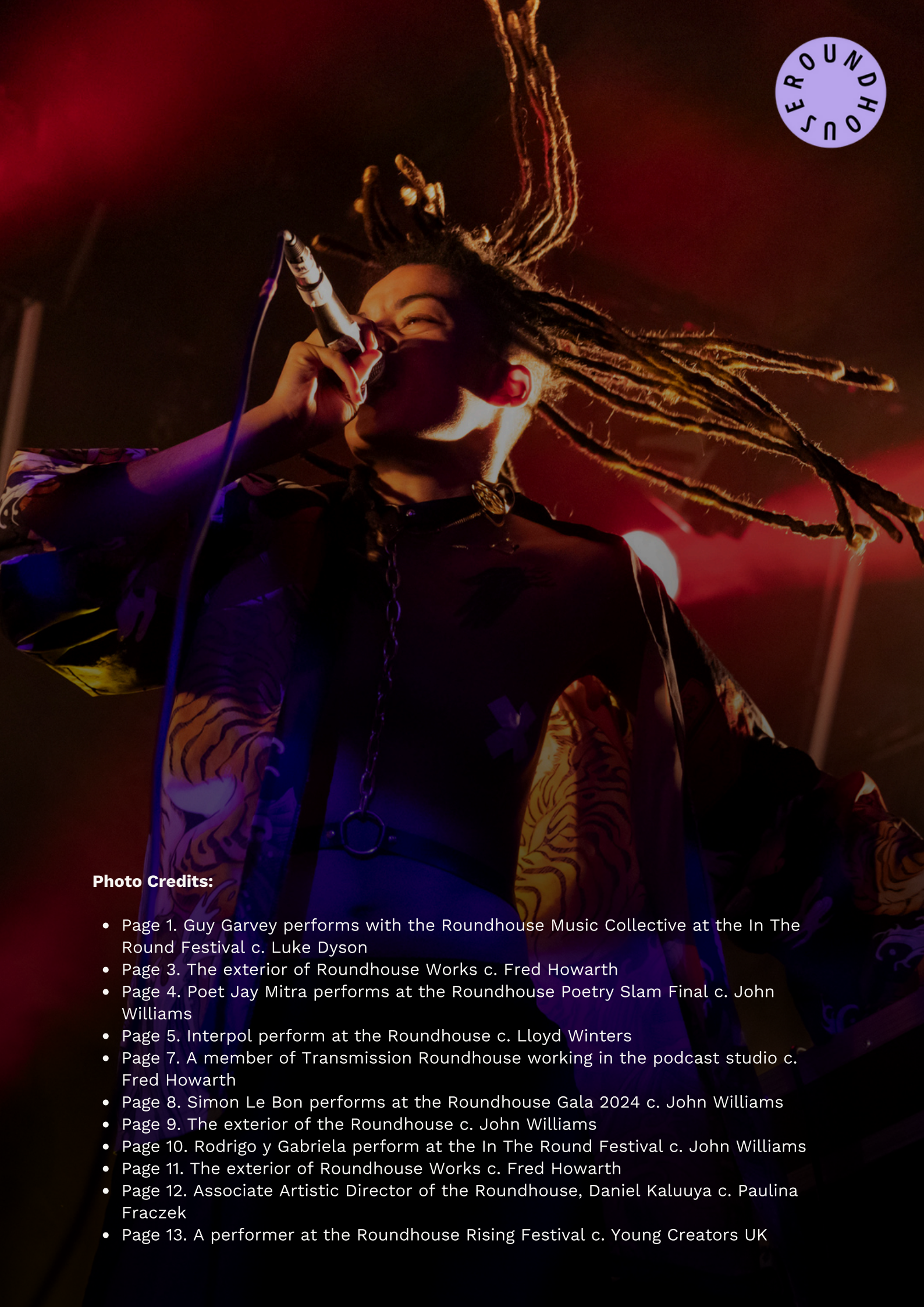
- A detailed CV, setting out your career history, with responsibilities and achievements
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent

If you have further questions after reading this pack, please email [roundhouse@inclusiveboards.co.uk](mailto:roundhouse@inclusiveboards.co.uk) or call 0207 267 8369.

Please visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online or send your CV and cover letter to [roundhouse@inclusiveboards.co.uk](mailto:roundhouse@inclusiveboards.co.uk).

Interviews are due to take place on Thursday 1 August 2024.





**Photo Credits:**

- Page 1. Guy Garvey performs with the Roundhouse Music Collective at the In The Round Festival c. Luke Dyson
- Page 3. The exterior of Roundhouse Works c. Fred Howarth
- Page 4. Poet Jay Mitra performs at the Roundhouse Poetry Slam Final c. John Williams
- Page 5. Interpol perform at the Roundhouse c. Lloyd Winters
- Page 7. A member of Transmission Roundhouse working in the podcast studio c. Fred Howarth
- Page 8. Simon Le Bon performs at the Roundhouse Gala 2024 c. John Williams
- Page 9. The exterior of the Roundhouse c. John Williams
- Page 10. Rodrigo y Gabriela perform at the In The Round Festival c. John Williams
- Page 11. The exterior of Roundhouse Works c. Fred Howarth
- Page 12. Associate Artistic Director of the Roundhouse, Daniel Kaluuya c. Paulina Fraczek
- Page 13. A performer at the Roundhouse Rising Festival c. Young Creators UK

# INCLUSIVE BOARDS

## Our Services



Executive Search



Inclusive recruitment advisory



Self paced digital learning hub



Agile recruitment packages



Industry based research



EDI audits, advisory & training



Leadership Development (ILM accredited)



Executive Coaching

## Contact Us



**Website**

[www.inclusiveboards.co.uk](http://www.inclusiveboards.co.uk)



**Phone**

0207 267 8369



**E-mail**

[hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk)



**Social Media**

[www.linkedin.com/company/inclusive-boards/](https://www.linkedin.com/company/inclusive-boards/)



**Address**

The Cursitor, 38 Chancery Lane, London, WC2A 1EN