



**Appointment of Trustee (Secretary)
Candidate pack 2024**

Magpie Dance A Brief Overview

Magpie Dance is the UK's leading dance charity for people with learning disabilities. We have been delivering regular classes, training, workshops, and public performances for people with learning disabilities in Bromley and the South East for for almost 40 years. Our mission is to enable people with learning disabilities to reach their full personal, social, and artistic potential through dance.



"Magpie Dance has been supporting my son for 16 years, playing a huge part in developing his confidence, creativity and dance skills, and providing opportunities for him to help others as well as to make friends. I truly believe that Magpie Dance has made the biggest impact in his life to [help him] become the confident young man he is."

Parent

We offer lifelong provision, with a core programme of 17 weekly classes for dancers aged 3 upwards. Alongside our weekly programme, we deliver a

range of workshops, trips, and projects to broaden participants' experiences, including with specialist partners such as the Royal Opera House and the Horniman Museum. Participants stage regular performances and national tours, many in high-profile venues such as Sadler's Wells and the Southbank Centre. Across all classes, workshops, and events, we benefit 1,200 participants every year.

Our participants are at the heart of everything that we do and involved in every aspect of our activity. Dancers are empowered to generate ideas, create their own work, and make key creative decisions on how work is shared. They are given leading responsibilities in classes and sessions, and our learning-disabled Ambassadors deliver paid teaching and training, supporting skills and career progression for those otherwise marginalised in the dance sector.

"I always like it when we make work. Magpie staff let me be who I am. With other companies, I don't get to do that."

Participant

Our evaluations show the measurable impact of our work. Through dance, our participants gain increased confidence and independence, improved mental and physical health, increased leadership and choreographic skills, and exposure to different methods of learning, including the use of technology.

We also deliver professional training for education, dance, health, and business clients nationally, and we work in partnership with the NHS to provide in-patient work for clients with a range of complex learning disabilities.

To gain a real insight into our work, please watch this video:

[Magpie Dance Overview](#) | [Magpie Dance](#)



Magpie Dance Where We Are Now

In 2017, the charity restructured the Senior Leadership Team with the appointments of Alison Ferrao as Artistic Director/Co-CEO and Laura Graham as Executive Director/Co-CEO. They are supported by a small core staff team and a wider pool of dance facilitators and musicians.

This new structure has allowed us to raise our artistic ambition through a thematic artistic plan that aims to enrich our participants' experience and increase audience reach:



- **WWI: Hidden Impact (2018/19)** explored the contribution made to the war by people with learning disabilities and included a touring and online exhibition, and performances of 15 works co-created with our dancers reaching 2,500 live and 7,000 online audiences. We also harnessed the power of technology, including AR and VR, to explore the theme from different perspectives, making a challenging subject more tangible to both dancers and audiences.
- **Technology: eMotion (2019-21)** explored how technologies such as AR, VR, and robotics can help realise the creative potential of people with learning disabilities and support additional access needs. This work led to two innovative online performances reaching over 500 audiences to experience films created by participants.
- **Global Moves and Grooves (2021/22)** celebrated international dance, bringing onboard artists of diverse heritage and giving our dancers the opportunity to engage meaningfully with different cultures and experiences they otherwise wouldn't be able to access.
- **Our Land is in your hands (2023/24)** looked at issues of climate change through the lens of the four elements: earth, air, fire and water. Magpie Dancers explored different aspects of climate change, from blue carbon to air pollution to saving the bees.
- **Our People....Histories and Heroes (2024/25)** will celebrate the stories and heritage of neurodiverse and learning disabled people from Bromley and South London. The theme will coincide with Magpie Dance's 40th and Mencap's 80th Anniversaries in 2025.
- **Our Future (2025/26)** will use technology to explore new ways of creating and sharing dance, increasing our reach and ensuring that people with learning disabilities will have a voice in an ever-changing world.

Responding to the Pandemic

During the pandemic, we adapted quickly and ambitiously to meet the needs of our community. We created a series of twice-daily free online dance classes and daily film. The classes were a huge success, reaching 1,200 unique participants and totaling 8,100 views. We also introduced live Zoom classes and skills sessions for participants and their families. Over the course of the pandemic, we delivered 175 accessible tutorials, 3 holiday schools, and 500+ Zoom sessions, skills workshops, and screenings. This transformed the way we operate. Learning from this experience and embracing digital, Magpie Dance is currently experiencing an energetic period of growth.



Magpie Dance Funding

For over almost 40 years, Magpie Dance has operated and evolved without core funding from local or central government. Our primary source of funding has been through grants from Lottery funders, trusts, and foundations, including the National Lottery Community Fund and Arts Council England. Our income has grown over the last few years to £531k in 2023/24, from £241K in 2013/14. In 2022/23, grant funding represented 80% of income.

Magpie Dance's current ambition is to diversify its income, looking at a broad range of funding streams from traditional sources as well as further developing more recent sources, such as our Friends' scheme, individual giving, and innovative partnerships. We are redoubling our efforts to grow our fundraising by investing in our profile-building and marketing activity, with a new website, increased social media activity, and a focus on growing our reputation within the sector and beyond. We have been granted Arts Council England's National Portfolio Organisation status for the years 2023-2026.

To view our weekly sessions (for a summary of our work) please visit our website:

[Classes | Magpie Dance](#)

To virtually meet and find out more about our Magpie Dance team please visit our website:

[Staff Profiles | Magpie Dance](#)



Vision, Mission and Values

Our Vision

A world where a learning disability is no barrier to personal and artistic success in dance.

Our Mission

To enable people with learning disabilities to reach their full personal, social and artistic potential through dance.

Our Values

People, Access, Challenge, Excellence – PACE:

PEOPLE – Our people come first.

We work together. We listen, share and encourage ideas, support and respect individuals. We focus on ability, not disability.

ACCESS – Our priority is accessibility and increased participation.

We strive to ensure safe, physical access to activities and venues. Our commitment is to increase participation of people with learning disabilities within the cultural sector.

CHALLENGE – We challenge perceptions.

We change perceptions of what people with learning disabilities can achieve. We challenge participants to fulfil their potential and we challenge those they interact with to believe in their ability.

EXCELLENCE – We strive for excellence.

We create high quality artistic experiences and professional practice.

Commitment to Diversity & Inclusion

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background. Magpie Dance is deeply committed to inclusive working practices, so during the application process we commit to making our recruitment process as inclusive and accessible as possible, including making reasonable adjustments where necessary, i.e format of materials, flexibility on location and timing of interviews, covering travel costs where it may inhibit attendance etc.

If there is anything else you are concerned about or think we could provide, please let us know.

Our Board

Magpie Dance is a registered charity (no. 1062185) and company limited by guarantee in England and Wales (no. 3292609). It is governed by a non-executive Board of Directors, who are also Trustees of the charity, under the leadership of chair Chris Wicks (Head of Technology Consulting at Cprime).

The Board has overall control of the organisation and is ultimately responsible for ensuring that Magpie Dance acts in line with its charitable purposes and complies with its governing document and all relevant legislation and regulations, including charity law and company law. It also sets and monitors the overall organisational vision, strategy, and budget. Day-to-day running of the organisation is delegated to the Senior Leadership Team, which is made up of the Artistic Director and Executive Director as Co-CEOs.

The Board has a number of Committees and Task & Finish groups that focus in detail on particular issues. Committees and Task & Finish groups are created and dissolved as necessary in line with organisational needs.

Current Committees:

- Finance
- Marketing, communications, and fundraising
- Skills Audit and Recruitment of new Trustees

Current Task & Finish groups:

- Office space
- Arts Council National Portfolio Organisation oversight

Short bios of current Trustees are available on the Magpie Dance website:

[Board Members](#) | [Magpie Dance](#)

Overview of the Trustee / Secretary role

We are looking to appoint a Trustee who will act as Secretary, assisting the Chair and the Co-CEOs with the operation of the Board of Trustees in compliance with Magpie's Articles of Association and with the rules of the Charity Commission and Companies House.

Key responsibilities as Secretary

- ⇒ To communicate/confirm Board meeting dates to the Trustees and to make appropriate arrangements for a venue, refreshments and any other requirements for each meeting.
- ⇒ Distribute agenda and papers to the Board of Trustees at least two weeks before a Board of Trustees meeting.
- ⇒ Make arrangements for minute taking within the template.
- ⇒ Ensure that the minutes are sent to all Trustees (and senior management as appropriate) as soon as possible after the meeting has taken place.
- ⇒ Ensure that the Treasurer and Finance Manager submit Annual Returns and copies of the Accounts to the Charity Commission and Companies House within their required timeframes.
- ⇒ Maintain a register of Members.
- ⇒ Notify the Charity Commission and Companies House of the appointment or resignation of a Trustee (or changes to their details) within their required timeframe.
- ⇒ Ensure that the charity's websites and emails etc. include the required information.
- ⇒ Ensure that any changes in the services provided by Magpie Dance fall within its objects, or seek the advice or approval of the Charity Commission if they appear to require amendment.



General Responsibilities as Trustee

- ⇒ Ensure that Magpie Dance is carrying out its purposes for the public benefit.
- ⇒ Ensure compliance with Magpie Dance's governing document, charity law, company law, and any other relevant legislation or regulations.
- ⇒ Monitor Magpie Dance's overall strategic direction, ensuring that its business plan and budget remain fit for purpose and in line with its objects.
- ⇒ Ensure that Magpie Dance manages its resources responsibly to carry out its purposes.
- ⇒ Safeguard the on-going financial viability and long-term sustainability of the organisation.
- ⇒ Ensure that Magpie Dance takes a responsible approach to assessing and managing risk, including risks relating to safeguarding people with learning disabilities.
- ⇒ Champion and advocate for Magpie Dance externally, contributing to partnership development and fundraising where possible.
- ⇒ Support, advise, and manage the work of the Senior Leadership Team
- ⇒ With the Executive team, develop and ensure compliance with Magpie Dance's policies and procedures
- ⇒ Ensure compliance with statutory accounting and reporting requirements
- ⇒ In addition to the above statutory duties, Trustees should use any specific skills or experience they have to inform the Board's decisions and benefit the organisation

Person Specification

- ⇒ Excellent organisation skills
- ⇒ Keen attention to detail and accuracy
- ⇒ Experience minuting meetings, drawing up agendas and recording/tracking actions
- ⇒ Commitment to the vision and mission of Magpie Dance
- ⇒ Understanding of the legal duties, responsibilities, and liabilities of Trustees
- ⇒ Willingness to devote the necessary time, thought, and energy to the role
- ⇒ Good communication and interpersonal skills
- ⇒ Willingness to listen, contribute, and collaborate as part of a team
- ⇒ Tact and diplomacy
- ⇒ Strategic and creative thinker
- ⇒ Ability to make balanced and adequately informed decisions, thinking about the short term as well as the long term
- ⇒ Willingness to make use of your specific skills and experience to benefit Magpie Dance
- ⇒ Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Given the current experience and skills on the Board, we're particularly interested to hear from candidates with income generation or commercial experience, or experience in the disability sector. Experience in the cultural sector and/or experience in a fundraising environment is desirable, but not essential. However, we're still interested to hear from other candidates who may bring other valuable experience to the Board.



Representation of our community is central to our way of working, including at the Board level. This means that we particularly welcome applications from candidates who:

- ⇒ Have lived experience of disability, neurodiversity, or sensory impairment
- ⇒ Live, work, or study in Bromley, or have some other connection to the local area
- ⇒ Identify as being from the global majority (this includes people of Black African, Black African Caribbean, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany, Irish Traveller, or mixed/multiple heritage)
- ⇒ Identify as male or gender non-binary, as they are currently underrepresented on the Board

Commitment and Support

Trustees are appointed for an initial term of three years and are eligible for re-appointment to an additional term of three years by mutual consent. This is an unpaid, voluntary role.

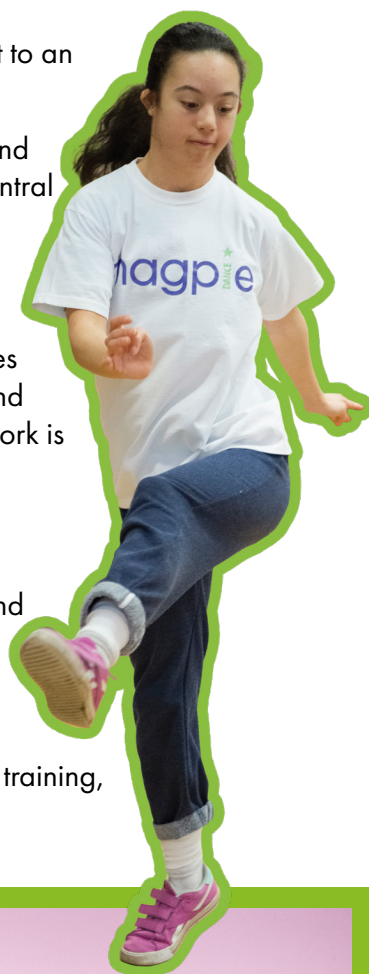
Trustees are expected to attend five Board meetings per year, which last around 2 hours and take place in the evenings. Meetings typically alternate locations between Bromley and central London. Trustees are also expected to attend an annual Board Away Day. Meeting dates and locations are set at the start of each year, taking into account the availabilities and preferences of all Trustees.

Trustees may additionally choose to nominate themselves for one of the Board's Committees or Task & Finish groups. Each Committee or T&F group agrees its own meeting schedule and activities, and the time commitment varies according to need. Committee and T&F group work is typically conducted online via emails or videoconferencing.

Trustees are also encouraged to attend Magpie Dance classes, performances, and events throughout the year.

No previous Board experience is necessary. All new Trustees will receive a full induction and be assigned a current Trustee as a 'buddy'.

Magpie Dance is committed to working flexibly to meet the needs of a diverse Board, and we are open to discussing any support that a candidate may require to fully contribute and undertake their duties as a Trustee, such as access requirements, digital/technical support, training, and reasonable expenses such as travel or childcare.



How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Magpie Dance.
If you wish to apply for this position, please provide the following by
23.59 on Sunday 6 October 2024:

A detailed CV setting out your career history, with responsibilities and achievements.
A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the specification. Please note that the covering letter is important and will be assessed as part of your full application.

Details of two professional referees together with a brief statement of their relationship to you and over what period they have known you. Referees will not be contacted without your prior consent.

If you'd prefer to apply in another format i.e video/audio recording (up to three minutes) that covers the above, please provide a link to download the recording from a file-hosting service such as Dropbox or WeTransfer.

Please also complete an Equal Opportunities Monitoring Form.
[Equal Opportunities Monitoring Form](#)

If you have any access requirements as part of the application process, wish to submit your application in another format, If you have any questions or would like to arrange a call to discuss the role, please email Magpie@inclusiveboards.co.uk or call 0207 267 8369.

Please visit
<https://www.inclusiveboards.co.uk/opportunity/17258962597730013178fjl/>
to apply online or send your CV and cover letter to Magpie@inclusiveboards.co.uk.

The Process

Shortlisted candidates will be invited to a first stage interview with a panel of current Trustees.
The second stage will be an informal meeting with the Senior Leadership Team and our participants. Candidates will then be invited to observe a Magpie Dance session. After this, if both parties agree and following receipt of two satisfactory references, the candidate will be appointed to the board in the following board meeting and away day (23 November 2024).

Thank you for your interest – we look forward to receiving your application.

www.magpiedance.org.uk

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