



Trustee Roles - RicNic

RicNic is a theatre charity (Charity No.: 1158837) working with young people aged 7-25 in various locations across the country. Based in Walsall, we currently deliver work in the West Midlands, East Staffordshire, East Cheshire, Hampshire, and Oxfordshire. Our projects are delivered in schools, community settings and professional theatre venues. Though the projects we run are diverse, they are united in being offered free of charge to our young participants, and in using theatrical arts and skills as a vehicle to become responsible leaders, to grow in confidence, and to develop life-long friendships.

The charity is funded through grants from trusts and foundations, donations from individuals, and ticket sales to annual productions. RicNic is run on a by a small staff team (1 FT, 2PT) and is supported by a network of creative industry associates and ambassadors.

Further information on our work can be found at: www.ricnic.org.uk

RicNic has undergone a period of significant expansion and change in recent years, with exciting developments in our programme offer, beneficiary reach and strategic planning. Due to 2 of our long-standing board members reaching the end of their terms of office, and with an expansion of projects placing more emphasis on our fundraising strategy, we are now looking to recruit 3 new trustees to join our board.

- **Treasurer**
- **Secretary**
- **Fundraising Trustee**

We are looking for individuals who have a strong interest in RicNic's work and a passion for supporting young people to achieve their potential. Candidates should possess a positive, 'can-do' outlook as well as a good sense of humour. You will be joining us at a pivotal point in our history, with the potential to make a real difference to the young people who engage with us.

RicNic aims to be an equal opportunities organisation and we welcome applications from all individuals regardless of gender, age, disability, religion, belief, sexual orientation, marital status, or race. As a youth-led organisation, working in areas of low cultural opportunity, we are particularly keen to hear from candidates with no prior trustee experience and from those with experience of living or working in our target regions.

Key responsibilities and accountabilities

All Trustees have the following core responsibilities:

- Actively contribute to the strategic direction of the charity, setting targets and evaluating performance, ensuring that all projects follow the charity's objectives and that all work is administered effectively and efficiently

- Ensure the financial stability of the charity and the proper investment of the charity's funds
- Safeguard the charity's reputation
- Support the staff team, particularly implementing specific skills, knowledge or experience they have to help on key issues.
- Participate in other tasks as arise from time to time, such as interviewing new staff, assisting with productions or fundraising events.
- Attend at least one performance or workshop event throughout the calendar year.
- Attend quarterly meetings and sub-committee meetings as appropriate.

It is expected that trustees will commit approximately 5-8 hours per month to the charity.

Specific roles and responsibilities for each of the Trustee roles are available below. For an informal discussion about the role please contact the charity's chair, Ben Cahill-Nicholls, by e-mailing ben@ricnic.org.uk. To apply please send a CV and cover letter to contact@ricnic.org.uk

RicNic aims to be an equal opportunities organisation and we welcome applications from all individuals regardless of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

Treasurer

The charity has grown considerably in terms of reach, funding and output in recent years. We have robust financial procedures in place, and we are looking for an individual to help us to maintain and advance these as our organisation develops.

The Treasurer will

- Oversee RicNic's financial affairs and ensure they continue to be legal, constitutional, and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place relating to the charity's core operations, including budgeting, cashflow management, and payroll.
- Lead on appointing and liaising with auditors/an independent examiner.
- Make recommendations on changes to banking systems, financial procedures, investments and reserves to support the development of RicNic's work.
- Monitor and report on the financial health of the charity and its projects.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- With the Secretary, co-ordinate the submission to the Charity Commission and HMRC
- Regularly oversee regular reconciliations by the Executive Director.

Qualities

- Knowledge and experience of current finance practice relevant to charity organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- An awareness of finance within the context of theatre productions.
- Ability to communicate clearly.

Secretary

We are looking to recruit a Secretary to the Board of Trustees who can ensure the smooth running of meetings, providing support to the Chair of Trustees. The Secretary will be responsible for legal and regulatory requirements affecting the charity and its projects, ensuring that all submissions to the Charity Commission are made within deadline and that all activities run in line with RicNic's governing document.

The Secretary will

- Liaise with the Chair and Executive Director to schedule quarterly meetings, prepare agendas and relevant papers.
- Act as charity secretary ensuring that charity law and all reporting requirements are complied with.
- Guide the board on any legal implications of RicNic's strategic plan.
- Act as the custodian for RicNic's governing documents, insurance policies and operating policies, ensuring that all are revised and renewed at regular intervals.
- Minute board meetings, accurately record discussions and decisions, and circulate action points to all trustees.

Qualities

Essential

- Ability to apply knowledge of legal requirements relating to charitable law and associated governance to support RicNic to achieve its aims.
- Ability to use legal knowledge to help to inform RicNic's strategic plan.
- Ability to take a leading role on the board in ensuring compliance with laws and regulations associated with the delivery of RicNic's services.
- Highly organised with experience of minute taking.
- Understanding or experience of the requirements of the Charity Commission.
- Strong communication skills.

Desirable

- Qualified Lawyer or Chartered Governance Professional.

Fundraising Trustee

RicNic's fundraising income has grown considerably over the past 3 years, specifically in the area of Grants, Trusts and Foundations. As our projects continue to develop, we are keen to recruit an individual to the board who possesses a strong knowledge of the fundraising sector and who can support the staff team to drive other strands of fundraising.

The Fundraising Trustee will

- Support the Executive Director to develop a long-term fundraising strategy for project and core costs.
- Identify new opportunities for fundraising and help to implement programmes that will drive these forwards – particularly focusing on developing individual giving and corporate engagement.

- Establish and oversee a Fundraising and Communications committee which will combine trustees' skills and ensure the charity is in the best possible position moving forwards.
- Re-engage with existing donors and support the stewarding of relationships.
- Identify new donor targets and help to develop campaigns to engage with them.

Qualities

- Knowledge and experience of the fundraising sector, ideally with previous experience of working with youth and/or arts organisations.
- Willingness to contribute actively to the delivery of fundraising events or plans and grant applications (c. 5 hours per month).
- Awareness of current fundraising trends, issues and conflicts.
- Ability to communicate well with others.