

Trustee Recruitment Pack



Justice in Motion Trustee Recruitment Pack

A generation standing up against injustice

We are a professional Physical Theatre Company comprised of a collective of artists and collaborators that are passionate about art and social justice.

Anja Meinhardt founded Justice in Motion in 2013 to encourage social change by raising awareness of injustice, encouraging debate and inspiring action, through the performing arts.

Through high-quality performance JUSTICE IN MOTION challenges perceptions and engages audiences. Our work speaks of hope, redemption and forgiveness, in line with our founding Christian ethos, while clearly and fearlessly portraying the harsh reality of the issues that concern our society.

Our shows draw attention to some of the most difficult issues taking place on our doorsteps and around the world. This is deliberate. We want to raise awareness amongst our friends, colleagues, communities and audiences, and by shining a light into those dark places, help to eradicate some of the major social problems taking place today.

Our work is a compelling and passionate mixture of physical theatre, dance, music, spoken word, and film. We see ourselves as creative ambassadors, inspiring action through captivating and thought-provoking performances, workshops, digital programmes, talks and dance classes for both professionals and the wider community.

The company has been well-supported over the last few years from a range of stakeholders and partners. We have made 8 successful Arts Council England (ACE) project grant applications to support the R&D and delivery of works including BOUND, CONTAINED, KAIHO and our first outdoor theatre show, ON EDGE. We were also successful in securing an ACE Emergency Fund grant to support the company due to the impact of COVID-19 this summer.

ON EDGE was commissioned by Without Walls Outdoor Arts Consortium, Brighton Festival and Out There Festival of International Street Arts and Circus. In the summer of 2019, ON EDGE was performed 25 times across 9 UK locations and festivals to a total audience exceeding 8,000. ON EDGE was due to tour again in 2020, but the tour was cancelled due to the COVID-19 restrictions. We have started planning for a rescheduled tour in the Summer of 2021.

We have good partnerships with a number of local authorities and receive core funding from Oxford City Council as a member of their Cultural Partners network. We also work closely with colleagues at Oxford University – who have supported 3 separate projects over the last few years – most recently for MOVING TOGETHER, a project exploring loneliness, isolation and connectivity.

Fundraising from private, public and corporate routes is critical to the company. Over the last few years, we have secured funding from Christian Arts Trust, OxLEP, Trust Greenbelt, LUSH, The Lions, Unity Theatre Trust, Milton Keynes Community Foundation, Midcounties Co-operative and most recently the Armed Forces Covenant Fund. Corporate support has been secured from Chartered Institute of Building, Great Portland Estates, Constructing Excellence & Pennington Manches. We also have a private donor network that currently generates approximately £8,000 per annum.

Management and Governance

Justice in Motion is made up of collective of freelance staff across management, administrative and creative functions. The company is led by Artistic Director and Trustee, Anja Meinhardt.

The Board of Trustees is non-executive, currently led by Chair Brian Wilkinson. He is joined by three other members who play an essential role in supporting the organisation's mission by offering their time and expertise to strengthen and support the continual development of the company and advocating its work.

We are seeking to strengthen our Board and increase the number of its members to support the next chapter of our development. This is a fantastic time help lead and develop the company to adapt to the challenges of COVID-19, sustain our growth, reach more audience members in new and creative ways and to maximise the opportunities ahead.

The role

Whether you are an experienced Trustee or wanting to take your first step at board level, we'd like to hear from you.

We are seeking individuals who will be excited about this opportunity and are keen to dive in and support our relatively small company to grow its influence and broaden our audience. As well as committing to attend our quarterly meetings (slightly more frequent in COVID times) and our annual Trustees away day, your support may include sharing your skillset or area of expertise, promoting our company amongst your personal and professional networks and generally supporting our small but committed staff team, especially our Artistic Director..

We are particularly looking for individuals with skills and experience in one of more of these areas:

- Fundraising
- Governance
- Strategy
- Human Resources
- Diversity and Equality Policy development
- Legal and Statutory Compliance
- Theatre and the Performing Arts – both indoors and outdoors
- Education

Our trustees run for an initial term of 2 years.

Job Description & Specific Duties

Introduction

Board Trustees are not expected to be experts on every aspect of the company's legal standing and general operations. They are expected to:

- Act in good faith and with honesty and integrity
- Act with care, diligence and skill
- Declare any conflicts of interest
- Ensure the organisation complies with its statutory obligations (with regards to matters such as tax, insurance, employment, charity status etc)

Code of Conduct

- Be committed to the mission of Justice in Motion
- Uphold the Christian values of Justice in Motion
- Focus efforts on the mission of Justice in Motion and not personal goals
- Accept the responsibility of office and share power in order to work as a productive and collaborative member of the Board of Trustees
- Support in a positive manner all actions taken by the Board of Trustees, even when in a minority position on such matters
- Respect confidentiality when and where it needs to be applied
- Act in a matter consistent with this code of conduct

Key Responsibilities

CORE FUNCTIONS

- Ensure clarity of vision, ethos and strategic direction
- Hold senior staff accountable for the performance of the company
- Oversee financial performance of the company and ensure the organisation is focused on sustainability

SPECIFIC DUTIES

Artistic:

- To decide and regularly review Justice in Motion's mission and creative plans

Legal:

- To ensure Justice in Motion operates within the law pertaining to its status as a registered charity
- To ensure Justice in Motion fulfils the charitable objectives as set out in its governing document

Financial:

- To safeguard the company's assets
- To allocate resources wisely
- To be accountable to funders and fulfil their requirements
- Ensure the necessary financial controls are in place and adhered to

Fundraising:

- To actively contribute to the development of a fundraising strategy and the delivery of fundraising activities.
- To be accountable to funders and fulfil their requirements

Business Plan:

- To contribute to, monitor, review, update and approve the Business Plan on a regular basis

Employment:

- To operate an equality and diversity policy
- To ensure all the legal employment requirements are fulfilled
- Lead annual review for Artistic Director
- Ensure an appropriate reporting mechanism between the Board and Senior Staff

Safeguarding:

- To ensure that appropriate policies and procedures for safeguarding are in place and supported by regular review and staff training.

Advocacy:

- To represent and promote Justice in Motion's interests in the broader community, external networks and developing influential partnerships.
- To suggest fundraising, performance and partnership opportunities, and support fundraising activities.

The commitment

We hold an evening Trustee meeting each quarter (occasionally more frequently if required) including a Trustee Away Day once each year where we pray together and seek God's leading for the company.

We welcome Trustees considering other ways to offer services voluntarily. Examples from current trustees have included: reviewing our Company accounts, supporting in organising events, sending prayer updates to supporters, volunteering at productions, finding storage space for our set, bringing potential supporters to company productions, promoting productions on social media. All services are offered voluntarily and can be based on your skills and availability.

Whilst we are keen to be able to meet in person to get the most out of our quarterly meetings, where it is not possible to be present in person, Trustees can attend our quarterly meetings through zoom. Additional support or arrangements can be made depending on the requirements of the person.

Interview and appointment process

How to Apply:

Please either send us a two-minute video introducing yourself, highlighting your skills and why you want to become a Trustee, or if you would rather, we are happy to accept your CV and covering letter. Please send either to info@justiceinmotion.co.uk.

We recognise the beneficial impact that difference has on our work, and we actively encourage applications from individuals from all backgrounds and communities, especially from Black and minority ethnic communities and other under-represented groups.

If you would like to have an informal conversation about whether this role is right for you, please drop us a line on info@justiceinmotion.co.uk and we will put you in touch with Anja, our Artistic Director.

Closing date for applications is deadline 6th November

Interviews will be held: via zoom on Monday 23rd and Tuesday 24th November

Find out more about the Justice in Motion here:

- Trustees Annual Report: <https://bit.ly/jim-tar>
- Twitter [@JusticeMotion](https://twitter.com/JusticeMotion)
- Facebook: [@justiceinmotion.theatre](https://www.facebook.com/justiceinmotion.theatre)
- Instagram: [justice_in_motion](https://www.instagram.com/justice_in_motion)
- YouTube: <https://www.youtube.com/channel/UCX1u8UK3cC5KvkPNOPwH1qA>
- Website: <https://justiceinmotion.co.uk/about/>