



**Chair of Trustees
Information Pack**

Have you got what it takes to be Chair of our Board?

We are looking for someone to lead our Board as we go from strength to strength in our ambition and activity. The Chair will have a vital role to play in our next period of growth and development.

The Chair will share our ambition and vision, steering our organisation with care and strong leadership. They will be enthusiastic, passionate about the arts, working with and leading the board with intelligence, vivacity and empathy.

They will be keen to represent the diversity of the community and voices less frequently heard. Previous experience as a Chair is not essential, but leadership roles and having an understanding of the public sector and charity regulations are desirable assets.

Justice in Motion is a company that uses all kinds of movement and physical theatre to explore social justice issues. Our aim is to create an impact with the public and help make a change to people's lives.

Always moving, creating change

Our Vision

A standout physical theatre company, powerfully changing lives.

Our Mission

To inspire people, through the performing arts, to impact the world for the better.

To advance our mission, we:

- *Create high quality work across artforms*
- *Raise awareness about human rights issues*
- *Engage, inspire and connect*
- *Develop performing arts practice*

At Justice in Motion we don't compromise. We explode on the stage. We show you things you didn't think could be done. We are committed to high quality physical outdoor, indoor and digital performances. We pour light on difficult social issues, where dreams are sometimes broken. We ask: what if our society was different?



Together we find strength and hope in adversity so we can challenge unfairness and embrace justice. Our strength and bond makes every move, jump, twist possible. Absorbed by physical movement, obsessed by social change, we want you to also feel the emotion, the rawness of social injustice as much as we do. But also the beauty and the energy, the stretch of every muscle, the pull of every turn.

Join us, be part of our tribe, learn with us. The thud of our feet, the whirl of our bodies, the spinning of our minds, the gasps, the smiles, the tears, the applause; Together we can reshape the agenda, make a difference, be the change, one performance, one move, one dance at a time.

The company has been well-supported over the last few years. We have made 9 successful Arts Council England (ACE) project grant applications to support research & development and creation of new work about social issues. These include [BOUND](#) (modern slavery), [CONTAINED](#) (migration), [KAIHO](#) (immigration) and our first outdoor theatre show [ON EDGE](#) (forced labour in the construction industry). We were also successful in securing an ACE Emergency Fund and Culture Recovery Fund grants to support the company due to the impact of COVID-19.

Our most recent touring production, 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. A second tour, rescheduled from 2020, took place in Summer 2021. It visited 7 locations and was performed 18 times to over 5,500 audiences.

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 three separate projects over the last few years – the most recent one being [MOVING TOGETHER](#), a digital project that explores loneliness, isolation and connectivity. This produced more than 40 short videos of location based choreography, a short film, a documentary, online tutorials and flashmobs, as well as filmed impact stories. These have so far reached over 25,000 people.

This year, we are starting development on our next outdoor touring show - CODE - which will explore issues around County Lines and gang culture within communities.

Over the last 12 months, we have built up our capacity and resources to focus more on the community engagement aspects of our activity. In 2021-22 we had over 1,000 direct beneficiaries from our education and engagement work. We have developed an innovative creative residency programme that we piloted at Milton Keynes College. This project utilised physical theatre, parkour and devising practice to create and present exciting new work with young people. This pilot has led to new residencies being delivered in school settings and youth clubs, as part of the Oxfordshire Cultural Education Partnership 'Feeling Safe' programme and community arts festivals being held at Warwick School and Wolvercote Youth Club.

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 the Chartered Institute of Building, Great Portland Estates, Lucy Group, Constructing Excellence, and Penningtons Manches. We also have a private donor network that currently generates in excess of £10,000 per annum.

We are now going through the process of applying to Arts Council England in hope of becoming a National Portfolio Organisation starting in 2023.

Management and Governance

Justice in Motion is made up of freelance staff across management, administrative and creative functions. The company is led by Artistic Director and Trustee, [Anja Meinhardt](#). Other roles are carried by [Darren Walter](#) (Executive Producer), [Gill Jaggars](#) (Marketing Manager), and [George Mayfield](#) (Social Media Manager & Community Builder).

The Board of Trustees is non-executive, currently led by interim Chair [Matt Francis](#). He is joined by four other members who play an essential role in supporting the organisation's mission by giving their time and expertise to strengthen and support the continual development of the company and advocating its work. They are [Brian Wilkinson](#), [Hannah Hartley](#), [Anna Barker](#) (on sabbatical) and Anja Meinhardt.

We are seeking to strengthen our Board and increase the number of its members to support the next chapter of our development. The new Chair would gradually take on the role in the coming months and be fully in place by February 2023 in time to mark our tenth anniversary year. This is a fantastic time to help lead and develop the company into the next 10 years, to adapt to the changing environment since COVID-19, sustain our growth, reach more people in new and creative ways and to maximise the opportunities ahead.

The Role of Chair

We are looking for someone who will be excited about this opportunity and keen to dive in and support our relatively small company to grow in influence and broaden our audience. You will be a confident leader, an able communicator, with imagination, drive, organisational skills and a strong commitment to the arts as a vehicle for social change.

As well as committing to attend our quarterly meetings 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, help fundraising activities and contribute financially if feasible, as well as generally supporting our small but committed staff team, especially our Artistic Director.

The role is voluntary. Travel and other expenses will be repaid (such as childcare or access expenses etc.)



Job Description & Specific Duties

INTRODUCTION

Members of our Board 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 and uphold the values of Justice in Motion, which are based on the Christian faith
- ◆ 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 leader 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 manner consistent with this code of conduct

KEY RESPONSIBILITIES

CORE FUNCTIONS

- ◆ Provide leadership to the board and ensures Trustees fulfil their duties and responsibilities for the proper governance of the charity
- ◆ Support and, where appropriate, challenge the Artistic Director
- ◆ Ensure the board as a whole works in partnership with the core staff team
- ◆ Chair regular Trustee and Away Day meetings
- ◆ Ensure clarity of vision, ethos and strategic direction
- ◆ Hold senior staff accountable for the performance of the company
- ◆ Oversee financial performance of the company, be a bank account signatory and ensure the organisation is focused on sustainability



SPECIFIC DUTIES

Artistic:

- ◆ To decide and regularly review Justice in Motion's mission and creative plans
- ◆ To be a sounding board for the development of the artistic programme, providing encouragement and supporting risk where appropriate
- ◆ Support Justice in Motion's growing Creative Engagement programme by advising and guiding on appropriate methods of engagement for the communities we work with and all findings reported with accuracy and authenticity

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 including the timeliness and completeness of financial reporting.

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

Employment:

- ◆ To adhere to our Equality, Diversity, Inclusion and Belonging policy
- ◆ To ensure all the legal employment requirements are fulfilled. Lead an annual review for Artistic Director
- ◆ Ensure an appropriate reporting mechanism between the Board and Senior Staff

Health and Safety:

- ◆ To review and advise on the health and safety policy, and monitor incidents



Business Plan:

- ◆ To contribute to, monitor, review, update and approve the business planning on a regular basis

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, support fundraising activities, and attend key events

You can find more information about the general role of a Chair of Trustees on the National Council for Voluntary Organisations (NCVO) website

<https://knowhow.ncvo.org.uk/governance/RoledescriptionChair.pdf>

Skills

We intend that our board membership overall has the skillset required to support our charity and our organisational aims:

- ◆ As Chair, a previous leadership role would demonstrate your ability to steer the board and support staff in achieving the company's objectives
- ◆ An understanding of charities and how to work within a charitable organisation
- ◆ An understanding of charity law supporting our activities within its legal framework
- ◆ Experience of working in the performing arts sector will be of great benefit to our overall planning and help us thrive as a business
- ◆ Experience of fundraising - as we stride forward with strong ambitions for our company, a long term fundraising programme will be needed to fulfil our goals
- ◆ We want to grow and strengthen our youth and community participation programmes. Any previous experience in youth and education work would support this
- ◆ Knowledge of HR would benefit our plans to employ more staff for our future projects



The Commitment

We hold a Trustee meeting each quarter (occasionally more frequently if required) including a Trustee & Core Team Away Day once each year for reviewing, strategic planning and a time to socialise together.

We welcome Trustees considering other ways to offer services voluntarily. Examples from current trustees have included: reviewing our company accounts, support in organising events, being part of the prayer team and sending prayer updates to supporters, volunteering at productions, finding storage space for our set, securing an office space, bringing potential supporters to company productions, promoting productions on social media and making donations to the organisation. All services are offered voluntarily and can be based on your skills and availability.

Our quarterly meetings currently take place on Zoom and our annual Away Day takes place in or near Oxford in person. Additional support or arrangements can be made depending on the requirements of individuals and any out of pocket expenses will be reimbursed.

The appointee will operate as Chair Designate for the first six months of tenure, working alongside our interim Chair to ensure a smooth transition. The Chair and Trustees will hold their position for an initial 2 year period, which can be renewed in line with our constitution.

Interview and Appointment Process

How to Apply

We strongly encourage everyone to get in touch with Artistic Director [Anja Meinhardt](#) before applying to have an informal chat about the role.

When you are ready to apply, send us a CV and covering letter, or alternatively a short video or audio file, highlighting your skills and experience, and state why you want to become the Chair of the Board of Trustees. If you have access needs please let us know if you would like to apply in a different way.

All shortlisted candidates will be invited to attend an online interview with the Artistic Director and other members of the Board of Trustees.

We are particularly keen to have a more diverse board representative of the population. We welcome applications to the Board of Trustees from anyone who has a disability, people from the global majority and individuals earning less than the national median income. Formal qualifications are not required for the role but passion, drive and skills, irrespective of your background.



Send applications with a completed Equal Opportunities Monitoring Form (download from the website) to info@justiceinmotion.co.uk by Sunday 19th June 2022.

Interviews will be held via Zoom during the week commencing 4th July 2022.

Induction will take place with the Artistic Director and the Interim Chair after the appointment is made.

Find out more about Justice in Motion here

Website: <https://justiceinmotion.co.uk/>

Trustees Annual Report: [Justice in Motion - Trustees & Annual Report - 2020-21.pdf](#)

