



Trustee Information Pack

March 2021



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Dear applicant,

Thank you for your interest in the Albany and I am delighted you are considering applying to join our Board.

The Albany is an important organisation that sits at the heart of its community in Deptford. It has a strong and proud history as a pioneer of community arts, as well as playing a vital role in the anti-racism battles of the 70s and 80s. We recognise, that 50 years on, that battle against racism continues.

As an organisation, it is vital that our staff team, the artists we work with, our audiences, and the work we present reflect the diversity of our home borough Lewisham and more widely of South East London. It is even more vital that the Board is equally representative.

Whilst our current Board is already more diverse than that of most similar arts organisations, we reflected on where we needed to go further over the summer, and committed to recruiting an artist with African or Caribbean heritage to our Board as one of a number of new commitments. Our CEO and Artistic Director, Gavin Barlow, has detailed our [longer term plans](#) in response to Black Lives Matter.

How We Work

We have recently announced our biggest shift towards a more democratic model of making and creating. In partnership with ARC Stockton we have introduced [Artists of Change](#) which will give local people and artists a bigger say in what they see at the Albany, by co-creating work directly with and for communities. *Artists of Change* aims to bridge the gap between venues, artists and residents to transform the traditional 'top-down' programming model. As well as radically reshaping what is presented, it also represents a step-change towards further democratising the way the Albany is run.

We were pleased to announce in September that we will be the Lead Delivery Partner with Lewisham Council for the London Borough of Culture 2022, which has the theme of Cultural Activism and a 'cultural manifesto' aiming to stimulate lasting change.



You would join the Albany as we embrace another key moment in our history and work together with our staff, artists and local communities to make a real difference both locally and in the wider cultural sector.

I look forward to receiving your application.



Dame Joan Ruddock
Chair of Trustees
The Albany



New Board Member Wanted by the Albany

The Albany is a vibrant, award-winning, performing arts venue based in the heart of Deptford. We exist to inspire, develop and support creativity for the benefit of our community. We are looking to appoint a Trustee to join our voluntary Board to support us in achieving these goals.

About the Albany

Our mission is to provide:

- An artistic and community resource where diversity and creativity flourish
- A space where new talent is nurtured and exposed to ideas from across the world
- High quality creative experiences relating to the communities we serve
- A creative centre for learning within the community, contributing to the cultural, social and economic benefit of South East London.

The organisation has grown considerably over the last years with turnover increasing to £3.6million in 2019/20. The Albany is a registered charity and operates a social enterprise business model generating over 50% of its turnover from earned income. We are also grateful for the consistent support of the London Borough of Lewisham and Arts Council England.

During the last year over 240,000 people visited the Albany and used its facilities, including audiences of 50,000 at over 300 events. Not including its use of outdoor spaces and other sites, the Albany has four performance spaces, and its year-round programme encompasses music, theatre, outdoor arts and spoken word as well as an array of learning, participatory and community-based projects. Our other facilities include rehearsal and meeting rooms, office space for 26 resident companies and a catering operation across three sites.

The Albany also manages community and performance spaces at [Deptford Lounge](#) and [Canada Water Theatre](#) on behalf of Lewisham and Southwark Councils, including the 150-seat studio theatre at Canada Water. The combined footfall across all three buildings is now in excess of a million people a year.

The Albany has ambitious plans for the next few years, including leading on national projects, developing new artistic and programming models, and major capital development.

About our Board

You will be joining a committed Board of Trustees led by Dame Joan Ruddock. The Board itself is made up of appointed and elected Trustees.

Our Trustees are guided by the seven principles of the Nolan Committee:

- Selflessness
- Integrity
- Objectivity
- Openness
- Honesty
- Leadership

Each Albany Trustee must:

- have an enthusiasm for the work of the Albany, and its aims and objectives
- have a commitment to the seven Nolan principles
- have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- have a willingness to devote the necessary time and effort to their duties as an Albany Trustee - attendance and participation at meetings and events, including performances; degree of preparedness for meetings; delivery of role specification including understanding of legal responsibilities and the Albany's policies. Minimum standard of attendance at meetings/events on an annual basis is 50%
- be a respected member of the community or the wider arts and business community with specific knowledge of the performing arts, arts centres, education and social exclusion agendas or specific area of management expertise gained in another sector and good business connections.
- demonstrate good, independent judgment
- have an ability to think creatively
- have the courage and willingness to speak their mind in the board room
- have an understanding of the need for confidentiality
- have an ability to work effectively as a member of a team
- have a willingness to deal openly with staff and fellow Board Members when pleased or displeased about an issue.
- be willing to offer personal and business skills and experience to support the work of the staff when required.
- act as an advocate for the Albany.

NB: Nobody should feel excluded – these are personal qualities, not academic or professional qualifications.

Main duties and responsibilities of our Trustees

Legal, Financial and Fundraising

1. To ensure that the Company operates in accordance with Company and Charity Law. This includes the filing of statutory returns at Companies House, returns to the Charity Commission and the keeping of Company Registers.
2. To ensure the prudent financial management of the Company. To exercise financial control; to scrutinise quarterly statements of the financial position; to discuss and decide on annual budgets and to review and, if required, revise those budgets to ensure that The Albany has adequate resources at all times. To decide on, and assist with, applications to funding bodies if required.
3. To ensure the Company keeps proper accounts and that audited accounts are produced annually and submitted to Companies House and funding bodies.
4. To ensure the payment of all taxes due to the Inland Revenue and Customs and Excise.
5. To appoint bankers and cheque signatories and to make clear decisions about staff spending powers.
6. To ensure that the Company's assets are safeguarded and are well managed and maintained.
7. To ensure that the Company is properly insured.
8. To support fundraising activities and events by providing access to networks, industry and personal contacts, championing applications

NB: Trustees should note that if the Company is not run within the limits of its financial resources, it is possible that they could be held personally liable for the Company's debts and disqualified from being a company director, if they are not seen to have acted prudently. It is therefore essential that Trustees are kept informed of the Company's financial position so that they can monitor the Company's ongoing financial situation.

Employment and Personnel

NB: Trustees should note that the Board of Trustees is the employer of the staff.

1. To define the Company's employment policies, including equal opportunities, recruitment, pay, grievance and disciplinary, appraisal, sickness, expenses, holidays and training.
2. To make any decisions relating to the hiring of senior staff and to take part in the recruitment procedure; to make any decisions relating to the renewal of senior staff contracts. To make any decisions relating to the dismissal of senior staff or non-renewal of contracts of employment.
3. To agree the terms of employment of all employees and to review levels of pay annually and submitted to Companies House and funding bodies.

4. The Chair of the Board, or an appointed deputy, should act as the Chief Executive's line manager in terms of support and appraisal and grievance and disciplinary procedures.
5. The Board is ultimately responsible for the Health and Safety of the building and must ensure the safe and efficient use of premises for both staff and the public.

Policy and Planning

1. The Board defines Company policies, sets policy priorities and determines strategies for the implementation of the policies. In particular, the Board should discuss and decide on the Company's three year business plan. All Trustees should be familiar with and have a good understanding of all Company policy documents.
2. The Board should monitor all aspects of service delivery and policy implementation on a regular basis.
3. The Board should regularly review all areas of policy and policy implementation documents and make appropriate revisions. (This includes a review of this document.)

Advocacy

1. To promote the Albany, its activities and its needs to the private, public and voluntary sectors so as to enhance the company's profile and assist with fundraising for the company.
2. To act as a listening post in order to gather any information which may be of assistance to the Company.
3. To act as an enthusiastic ambassador for the company at all times.

Management

1. To establish a cycle of meetings with appropriate papers to service the Board efficiently.
2. To establish a system of communications and delegated decision making so that urgent decisions can be made and acted upon between Board meetings.
3. To appoint additional Trustees with specialist knowledge and skills as required.
4. To establish fixed term working parties on specific issues if required.

Attendance and Availability

1. At quarterly Board meetings, the annual general meeting, Board Away Day and any extraordinary meetings that may be necessary from time to time.

2. At key Albany events, notably first nights and any other high profile opportunities where the Albany's funders and stakeholders are likely to be present.
3. At training sessions, networking and staff events as appropriate.
4. At Subcommittee and working group meetings if a member.
5. To provide advice and support to the Chief Executive, either by telephone or in person, if required.

Skills and experience

We are looking for someone who:

- is, or has experience as a practising artist
- can demonstrate a lived experience of the diverse communities we serve, including, but not exclusive to people of African and Caribbean heritage
- shows a commitment to the Albany, and our aims and objectives
- is willing to devote the necessary time and effort to their duties as an Albany Trustee
- has a commitment to the seven Nolan principles
- has an ability to think creatively
- has good, independent judgment
- has an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- has the courage and willingness to speak their mind in the board room
- understands the need for confidentiality
- can work effectively as a member of a team
- is willing to attend some of our events at the Albany (or at our sister sites, Canada Water Theatre and Deptford Lounge).

Further information about the role

- The role is a voluntary position; however, any reasonable expenses will be reimbursed.
- The post is for a minimum of three years (one term) and a maximum of six years (two terms).
- You do not need to have academic or professional qualifications to be considered for the role.
- You do not need to have had previous experience as a Trustee to be considered for the role.

N.B. Please be assured that being a Trustee would not preclude you from having a relationship with the Albany as an artist, or being paid as a freelancer, outside of any Board duties

Additional information

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of audiences and artists we welcome into our venues every day. We therefore are keen to hear from a range of candidates from all backgrounds drawing on different perspectives, experience and knowledge.

- The Albany will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the skills and experience listed above.
- We will work with candidates to ensure their access needs are met during the interview and any access requirements will not factor into our decision making.

How to apply

If you are interested in becoming a Trustee of the Albany, there are two ways in which you can submit your application. With your submission, we ask all applicants to also submit a completed [Equality and diversity monitoring form](#)

Option One

You may choose to submit a CV and a covering letter (no more than two pages of A4) setting out why you are interested in becoming a Trustee of the Albany and what you will be able to contribute to the role.

Applications should be submitted by email to our Chair, Joan Ruddock, at board@thealbany.org.uk

Option Two

Alternatively, if you prefer, you can submit a video, of no more than five minutes, telling us of your experience and why you are interested in becoming a Trustee and what you will bring to the role.

Applications should be submitted by [WeTransfer](#) to our Chair, Joan Ruddock, at board@thealbany.org.uk



Any questions?

If you have any questions, or would like an informal discussion about the post, please email:
alison.hamilton@thealbany.org.uk

Application deadline

Applications should be received by **Monday 12 April**.

Interviews

Interviews are scheduled to take place via Zoom on **Monday 26 April** and will involve a panel of Trustees and staff.