



Leeds
Heritage
Theatres



Information pack
for Potential Trustees

About Us

As a registered charity we provide a positive, inclusive, and sustainable environment in which to entertain, educate and inspire.

We provide spaces and experiences for people to connect, work, learn, play and enjoy together. We continue to develop our artistic programme and activities to include a wide range of performing arts and film, forming lasting connections and partnerships across our region.

We believe that the arts and culture have the power to change lives, improve well-being, and remind all of us of what connects us as humans.

It's why we exist. It's what we do. It's what we love.

Buildings don't make culture, people do. Since 1865, we've been bringing the people of Leeds together in our three iconic venues (City Varieties Music Hall, Leeds Grand Theatre and Hyde Park Picture House) to share experiences, create and learn.

We believe that connection is a vital part of what it means to be human. As a cultural organisation, we want our unique spaces to remain landmarks where people can connect, play, work, learn and enjoy together; be that through the shared experience of watching a live performance or a film, co-designing programmes of activity, creating and producing new work, taking part in workshops or masterclasses, or simply joining the conversation at an event or online. We want everyone to be able to participate regardless of physical, emotional, financial, social or cultural barriers.



[Find out
more...](#)

Our Values

Create the extraordinary

Bring people together

Be resilient

Our Vision

To connect people through arts and culture and inspire future generations to progress our story.

Our plans and why we need you

We're on a journey of change at Leeds Heritage Theatres. Over the last two years we have been redefining who we are and what we are aiming for. We're exploring these questions to inform our future:

- How do we diversify our workforce, our programme and widen our reach?
- How do we raise funds to support our capital programme, improve environmental sustainability and expand and develop our engagement and audience development work?
- How do we position ourselves to maximise the opportunities of the levelling up agenda, the West Yorkshire Combined Authority and the inward investment it is bringing to our region?
- How do we harness new technology and systems to reach new audiences, develop new connections and create internal efficiencies in procedures and processes?
- How do we balance our ambitions whilst facing the ongoing economic challenges

Who are we looking for?

You don't need to have served as a Trustee before, we're more interested in your experience and your ability to provide a constructive challenge, offer insights outside our knowledge and support decision-making as part of our Board of Trustees. We also need your time. Trustees should be able to commit to four full Board meetings per year and should be a member of at least one sub-committee which will meet quarterly. Full training will be given to all new Board members to support you in understanding your role.

We have some specific skills gaps on our Board that we'd like to address (listed below), however, if you do not have experience in these areas but are still interested in becoming a trustee, we'd like to hear what you think you can offer.

Heritage Buildings

Health & Safety

Leadership in the creative or cultural sector

Finance

We know that having different voices on our Board, shaping our vision and supporting our purpose will make us stronger. With this in mind we want our Board, and our entire organisation, to reflect the Leeds City Region – something we're not yet achieving - so would welcome applications from anyone under-represented in our organisation and our sector. Our Board is currently under-represented in diversity of ethnicity, age, disability, religion, sex, sexual orientation and gender re-assignment.



Being a Trustee

The following pages outline the responsibilities and expectations of being a Trustee at Leeds Heritage Theatres. Please read this carefully to ensure you understand the responsibility and commitment required before applying. Please note, this is an unpaid position although expenses will be covered for travel where required.

Role Purpose

- Provide support and guidance in your specific area of expertise.
- Highlight the opportunities and the risks in terms of our strategy.
- Translate the risks and opportunities of your specific area for other trustees, to enable the Board as a whole to engage in an informed way.
- Take the lead in evaluating proposals for your area of expertise.
- Champion the use of data in board discussions, and in driving the delivery and improvement.
- Contribute to the work of the relevant Board sub-committees.
- Draw on your networks to support our work.

Time Commitment

Trustees are expected to attend all full Board meetings. Meetings are held four times a year with times mutually agreed by members. These meetings are hybrid (you can attend in person in Leeds or via Teams).

Trustees will also join at least one subcommittee, which meet four times a year, for approximately two hours. These are generally held virtually.

Trustees are expected to have read the papers for each meeting, and to contribute to discussions.

Engage and attend Leeds Heritage Theatres events and activities (eg: shows, films, awards, presentations, creative engagement activity).

Trustee Responsibilities

As a registered charity, Leeds Heritage Theatres is governed by a Board of Trustees - a group of volunteers who lend their professional and personal experience to oversee the organisation. While day-to-day management and programmes are delegated to the staff team, the Trustees are ultimately responsible for the finances and direction of the charity.

The roles and responsibilities of Trustees in charities include:

- Being Legal Directors of the charity, and those related responsibilities.
- Approving and making key decisions.
- Scrutiny of decisions and finances.
- Oversee good practice and compliance.
- Challenge and advise (specialist and non-specialist).
- Build connection and opportunity.
- Champion Leeds Heritage Theatres and its importance and relevance.
- Represent the charity's stakeholders and communities.
- Represent our beneficiaries' communities.
- Support the (senior) staff, and collective line-manager for the CEO.
- Fundraise and cultivate donors.
- Support equality, diversity and inclusion throughout the organisation and in their own practice

Some elements of this list are subjective, and not everyone on a Board will be all these things, but we see a strong board as collectively fulfilling all the roles. We will support Trustees in training and development to ensure a strong Board.

What a Trustee needs

Each Trustee must have:

- A commitment to Leeds Heritage Theatres' vision, goals and values.
- A willingness to meet the minimum time requirement and engage in training as and when required.
- Integrity.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- An understanding of the principles of Equality, Diversity and Inclusion.
- A willingness to speak their mind (respectfully).
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team and to take decisions for the good of Leeds Heritage Theatres.

Terms of Office

Trustees will be appointed for a three-year term of office with an option for renewal for a further two terms to a maximum of nine years subject to the following;

- Review of skills and diversity matrix to identify opportunities as trustees reach the end of their term of office.
- Annual Trustee appraisal in which consideration will be given to attendance, commitment and contribution.

Working with us

Leeds Heritage Theatres is an Equal Opportunities employer and actively welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

Leeds Heritage Theatres is a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce.

Leeds Heritage Theatres encourages Access Riders (used by disabled employees to ensure that their access needs are met so they can do their job) and Carer Passports (recognising that combining work with caring can be challenging).

We recognise the important role Unions play in maintaining a strong organisation and work with UK Theatres and BECTU to negotiate terms and conditions for our workforce based on a mixture of national and local agreements in line with our sector.

Trustee Diversity

We are aware of the lack of diverse voices on our Board and will be trialling guaranteed interview offers to any person who meets the protected characteristics below, can demonstrate they meet the Role Purpose and has an understanding of the Trustee Responsibilities. Please indicate on your covering letter whether you'd like to be considered under this scheme.

We are offering guaranteed interviews to people with a disability.

Useful information

Before you apply, you should make sure that you are legally able to become a Trustee. The following is from the gov.uk guidance on being a trustee. A link to the full information can be found at the bottom of this page and we recommend reading about legal responsibility.

- You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other sort of charity.
- You must be properly appointed following the procedures and any restrictions in the charity's governing document.
- You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
 - being bankrupt or having an individual voluntary arrangement (IVA).
 - having an unspent conviction for certain offences (including any that involve dishonesty or deception).
 - being on the sex offenders' register.

[About being a Trustee and who can be a Trustee](#)

Our legal information

Leeds Grand Theatre and Opera House Ltd (trading as Leeds Heritage Theatres) is a registered charity (500408 and a Company Limited by guarantee, 978161).

Our information can be found at [Companies House](#) and the [Charity Commission](#)

Interested? Here are the next steps

Have a read of the information in this pack and decide if you think we sound like an organisation you'd like to be involved with!

If you'd like to apply, please send us a CV and a letter outlining why you're interested and what experience you think you can bring to our Board.

You should make reference to how you would fulfil the Role Purpose and Trustee Responsibilities. If you'd prefer to send a video or recording, please do.

**Applications should be sent to trusteerecruitment@leedsheritagetheatres.com
Closing date for applications is Sunday 14 April 2024**