

WELCOME TO THE LUTON CARNIVAL ARTS DEVELOPMENT TRUST (known as UKCCA)!

APPLICATION PACK

Trustee of the Luton Carnival Art Development Trust Known as UK Centre for Carnival Arts (UKCCA)

Introduction

The UK Centre for Carnival Arts (UKCCA) is dedicated to creating work that embeds Carnival into places, into spaces and into communities. UKCCA is unique. We are one of the very few organisations committed to promoting excellence within the field of carnival arts in all its professional forms, from spectacle art, mass bands and characters, floats, steel orchestras, samba drumming and dance, calypso and soca music, sound systems, DJing and traditional forms of carnival expression to emerging urban voices of the street plus other carnivalesque forms that exist in world cultures. The UKCCA is an Arts Council England NPO – Band 1.

Our Vision

To be an inspirational leader committed to inspiring the future of Carnival through world class and innovative projects and programmes. We want to reach out and capture the imagination and engagement of everyone in Luton and across the UK.

Our Mission

Our mission is to see Carnival Arts continue to be universally recognised as a progressive contemporary Artform, which embodies artistic excellence and inclusive cultural expression.

Our Values

- We work collaboratively
- We are curious, generous, playful and committed to exploration
- We are welcoming to all and we value inclusivity
- We value the integral role of our participants in our practice
- We challenge behaviours
- We value our relationships with our artistic community
- We operate with transparency and demonstrate integrity in the way we work with people

- We act responsibly towards the environment, understanding our impact and devising ways to reduce it while promoting awareness through our programmes and advocacy.
- We promote inclusivity through the inclusion of artists, participants and audiences which champion, celebrate and sustain the diversity of society around us and through the curation of our artistic projects and the issues in society they address.
- We are respectful of the challenges faced by others and create new ways of working to increase access
- We give a voice to those who are underrepresented

What we do

Across the year, UKCCA works with communities and cultural partners in Luton and Bedfordshire to realise their events and festivals, supporting delivery of key major events and bringing the stunning work of some of the UK's most reputable Carnival Artists to audiences.

Major events delivered by UKCCA include the Luton International Carnival. Since 2014, UKCCA has been responsible for the production and artistic direction of the annual Carnival, which is a mirror of Luton's diverse community, with a strong focus on children and families.

Similar to most arts and cultural organisations who have been impacted upon by Covid-19, the UKCCA has adapted its programme to consider restrictions on mass gatherings in place, and in July 2021, it delivered the National Children's Carnival Week – a showcase of online and local celebratory activities events delivered by carnival groups in and with schools across the country.

EQUALITY AND DIVERSITY

Our commitments

UKCCA endorses the statutory obligations required by legislation, best practice codes and expectations of our funders, staff, participants and partners in the areas of sex, sexual orientation, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, ethnic origin, nationality, socio-economic status, religion or belief, disability or age.

We are committed to providing a working environment in which all of our people are able to realise their full potential and to contribute to the charity's success. We are working towards best practice recruitment based on equal opportunities in order to diversify our

paid and volunteer workforce and boards and pursue workplace practices, policies and procedures that enable everyone in the company to thrive.

We will actively create a culture of inclusion across our programmes and services. We will collaborate with the communities we work with to celebrate the talents of all the people and make a positive impact. We will challenge discrimination and prejudice where we find it. We will actively identify, champion and share good practice.

We are committed to doing this as we see that it will improve benefits to participants, deliver better quality of services and improve the effectiveness of our organisation.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Employment practices and procedures will be reviewed when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

BRIEFING

UKCCA Trustees help run the charity and make sure it achieves its long-term goals. Trustees are volunteers and are selected through an open recruitment process. In legal terms, they are also the Directors of the Limited Company. We do ask our board members to ideally commit for a minimum of three years and we are working to good practice standards that would mean a maximum of six years.

We currently have 5 Board members. They have experience of working in carnival, education, public, private and voluntary sector organisations. We are looking for people who have experience in:

- Capital development
- Marketing or communications
- Carnival Arts
- Commerce
- Professional services eg legal, accountancy
- worked in a senior leadership role within an arts or cultural environment who can help to support the organisation at a strategic level.

But that list doesn't include everything!

We are also especially interested in recruiting young people (under 30) who, whilst they may not have a great deal of experience in these key functions, are willing to learn and are committed to bringing a young person's perspective and insights to the charity.

The test of whether or not you will be a good Trustee is simply if you can add value to the organisation or help to stimulate positive new thinking in relation to our work. This could be in many different ways: you may have experience of working or volunteering in a similar area of work; you may be aware of issues affecting our core audiences or have studied something relevant to our work; you may know something about how policy is made or have knowledge of a similar sort of business.

A formal job description and person specification is included below.

So, what's the role of a Trustee?

Our Trustees are involved in the organisation in an important and influential way – in how it runs, how it raises and spends its money and what its priorities are for the future. In legal terms, a Trustee's role is to ensure that the organisation operates in a way that enables it to fulfil its aims and objectives as effectively as possible and within legal and best practice guidelines.

The Board of Trustees appoints and monitors the work of the Chief Executive. It also helps with issues to do with employing staff, monitoring the effectiveness of the charity's work and agreeing the budget. We have a strong commitment to equal opportunities and an ambitious environmental action plan: our Trustees makes sure these commitments are reflected in all areas of work. Occasionally, the Trustees deals with private or sensitive issues about the organisation, our staff and beneficiaries. We require our Trustees to treat such information in confidence.

It is important that the UKCCA makes the most of the abilities of its Trustees. We want you to help us:

- gain deep insights into how we can place ourselves at the heart of Carnival Arts in the UK
- champion the power of carnival arts
- help strengthen our organisation and help create with us a long-term future for our work.

That said, we also want our Trustees to have the opportunity to develop their knowledge and experience by being a part of a change-making organisation. If you are giving up your

time to help us, we want it to be of value to you too. There are things you will need to know about your responsibilities as a Trustee under the Charities Act and the Trustee Act, as well as your statutory duties as a Director of a Limited Company. As a Trustee, we will work with you to ensure that you have the information you need to fully understand and fulfil your role.

So, what would you need to do?

As a Trustee, we want you to attend and contribute to Board meetings where we set the aims and direction of the UKCCA, review the organisation's performance and set future priorities. That involves preparing for the meeting, attending on the day and making decisions with the other members. We also have various sub-committees and working groups that focus on particular parts of the charity's work – helping us develop new products and services or manage our resources effectively.

Board meetings are held once every quarter and Board members are invited to attend occasional away days and events.

Importantly, we want our Trustees to be champions for the UKCCA and to represent the charity positively wherever the opportunity arises.

How do I find out what I need to know?

We have put together an induction programme to share information with new Trustees and to explain the role in more detail. The induction covers the important legal responsibilities of being a Trustee, the principles of good governance – i.e. managing an organisation well and wisely – and many of the skills required to do the job well. The induction also provides a thorough introduction to our work and future plans.

What about payments or other similar benefits?

Trustees are volunteers and cannot receive any sort of financial benefit or advantage simply because they are a Trustee.

We ask Trustees to disclose any personal interests they might have in the organisation, including any close relatives or other organisations you are involved in.

What about travel and expenses?

The UKCCA is based in Luton. Whilst our Trustee meetings are currently taking place online, there will be times when Trustees will need to travel to meetings and events that take place around the UK. You will be able to claim reasonable expenses (for example bus or rail fares, etc.) to get to meetings or events.

Can I be stop being a Trustee?

Yes! You can choose to resign at any time if you wished to, as long as there were at least 3 other Trustees still in place. The Board of Trustees must be made up of at least 3 people and there is no maximum number.

We would like Trustees to be active and involved in the Board. If you weren't able to fulfil your responsibilities to either your or our expectations, we would discuss ending your membership of the Board.

There is no single picture of the ideal Trustee – everyone brings different strengths. You could be just starting out on your career or already be established in your chosen profession. Most importantly, you demonstrate leadership and a passion for carnival.

Next Steps

If you are interested in joining the UKCCA Board of Trustees, please read all of this pack, check out our web site and social media. If you think you can help, then complete and return the attached form below. If we think you could really benefit the organisation, we will invite you to meet us to discuss your experience and skills further.

And, once again, we do not expect Trustees to know everything about us before they start! We have an induction programme to share information with you and to explain the role of the Board, our work and future plans in more detail.

How can I find out more?

If you have any questions, please contact our CEO, Claudette Whittingham at claudette@carnivalarts.org.uk

How to apply:

1. Fill in the application form.
2. Save it as a Word document with your name and the word Trustee in the filename.

Luton Carnival Arts
Development Trust
3 St Marys Road, Luton
LU1 3JA



3. Email the form back to us at claudette@carnivalarts.org.uk

We're an accessible and equal opportunities organisation, so please get in touch with claudette@carnivalarts.org.uk (tel 01582 437 100) if you'd like to receive and return your form in a different format.

ROLE DESCRIPTION

Role title:	Trustee
Remuneration:	Trustees are volunteers and do not receive any financial benefit. We are able to pay out of pocket expenses for attending meetings and events.
Term of office:	There is no minimum or maximum term. We have adopted good practice standards of either 3 or a maximum of 6 years.
Hours/location:	Meetings are held every 3 months, currently being held online using Zoom. Meetings usually last about two hours and are held in the evening. Trustees are also invited to attend occasional away days and evening events, with events and meetings taking place across the UK

Purpose of the role

- To be a change-maker, helping to inspire and champion innovative solutions to the opportunities and challenges the organisation faces.
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- To work with fellow Trustees to make sure the UKCCA fulfils its aims and objects as effectively as possible and in-keeping with relevant laws and best practice standards.

Main duties and responsibilities

Trustees are expected to:

1. Have a full understanding of the UKCCA vision, mission, values, charitable objects and constitution.
2. Read all papers circulated in advance of the Board meetings and remain informed about Board and company matters.
3. Regularly attend and contribute constructively to Board meetings, serving on working groups and committees as appropriate.
4. Ensure the effective governance of the UKCCA and that its activities are compliant with its charitable status, Company Law and its Memorandum and Articles.
5. Contribute to the setting of strategic aims and direction of the UKCCA.
6. Appoint and monitor the performance of the Chief Executive.
7. Agree the staff structure, terms and conditions of service.
8. Agree and monitor the organisational business plan.
9. Agree the budget and monitor financial performance.
10. Be an ambassador for the UKCCA, representing the charity in a positive light and helping to ensure it develops and maintains an appropriate public profile.

11. Receive training when appropriate to support the work of the Board.
12. Participate in fundraising for the organisation.
13. Ensure that the UKCCA equal opportunities, safe guarding and environmental policies are followed through in the practice of the organisation.
14. Treat with confidentiality any information about UKCAA members, users and staff that is personal, private or sensitive.

Above all, we want you to be a change-maker, using your passion and creativity to work as part of a leadership team to help guide our work.

We are both looking for people who can think big and those that have an eye for detail. You should be able to demonstrate some of the following:

Criteria	Standard	Essential/Desirable
	To work as part of a leadership team	Essential
	To Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership*	Essential
	To attending 4 board meetings per year, an annual away day and occasional working group meetings and events	Essential
	To the UKCCA vision, mission and values	Essential
Knowledge and Experience	Income generation and / or fundraising	Desirable
	Marketing, Communications and PR	Desirable
	Managing people	Desirable
	Specialist insight into Carnival Arts	Desirable
	Being creative in identifying and solving complex problems at work or as a volunteer	Essential
	The way charities and/or companies work	Desirable
	Local, regional and national policies affecting children and young people	Desirable
	Capital Development	Essential
	Working nationally or internationally	Desirable

* From The Nolan Committee's First Report on Standards in Public Life.

<http://www.public-standards.gov.uk/>

Trustees are expected to understand, or be willing to learn about, their responsibilities under the Charities Act and the Trustee Act, as well as the requirements of basic charity governance. They will also be expected to understand and act in accordance with their statutory duties as Directors of a Limited Company.

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