



**Travelling Light Theatre Company**

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Thank you for your interest in becoming a Trustee for Travelling Light Theatre Company.

This pack contains a variety of information about the role including background information about the company, role description and person specification. The expression of interest form and equal opportunities monitoring form can be downloaded separately.

Should you wish to have an informal conversation about the role in the first instance please contact Ali Sully, General Manager on [ali@travellinglighttheatre.org.uk](mailto:ali@travellinglighttheatre.org.uk) or you can contact myself, Dienka Hines, CEO on [dienka@travellinglighttheatre.org.uk](mailto:dienka@travellinglighttheatre.org.uk)

Expressions of interest should be submitted to [admin@travellinglighttheatre.org.uk](mailto:admin@travellinglighttheatre.org.uk) by Friday 16 August.

We look forward to receiving your application.

Regards

A handwritten signature in black ink, appearing to read "Dienka Hines".

**Dienka Hines**  
CEO



## Our Vision

A world where every child and young person has the joy of creating and experiencing great stories told through theatre.

## Our Mission

Travelling Light creates theatre with and for children and young people, lighting up imaginations and sparking creativity.

Our mission is to inspire children's imaginations through theatre.

## Our Core Values

**Valuing children and young people:** we listen to and champion children's voices and enable them to shape, create and define the work that we make.

**The rights of the child:** we believe that every child is entitled to opportunities to create, imagine and experience great stories told through theatre.

Because of this we actively aim to reach children, young people and families who wouldn't otherwise be able to access theatre and creative opportunities.

Children enjoying our summer holiday activity programme, 2023



## Our programme

### Shows

We 'travel light' taking theatre to where children are, especially aiming to reach children, young people and families who would not otherwise have the opportunity to experience theatre.

Our award-winning productions inspire the imaginations of children and their families and are often children's first experience of theatre.

Through our engagement with children and young people we create the best stories told through theatre, that inspire, engage and create moments of shared joy.

### Creative learning in schools, early years and education settings

We create theatre with and for children and young people in schools and early years settings, supporting the cultural entitlement of hundreds of pupils per year.

Our wide-ranging programme includes whole year group projects, bespoke workshops, creative play for early years and touring professional theatre into schools and early years settings.

### Community

We create theatre with and for children and young people in our local community from our studio in Barton Hill, Bristol.

Our projects include our Youth Theatre and Louder than Words groups, a school holiday programme and community events.

**Travelling Light is 40 this year and we've been inspiring imaginations and sparking the creative journeys of over a million children and young people since 1984.**

Teachers taking part in our Light Up School Learning project 2023





## About the role of Trustee at Travelling Light

Do you share our belief that every child has the right to create, imagine and experience great stories? Would you like to bring your skills and experience to make a real difference to a Bristol-based charity and the young people we work with?

We are looking for trustees who can support the company in our 40<sup>th</sup> anniversary year as we transition to a new model of working. We welcome applicants from all backgrounds and experience who share our charitable aims. No previous experience of governance is necessary.

### Benefits of becoming a Trustee

**Opportunity** to boost your career, developing new skills and experience to enhance your CV. At Travelling Light we offer training and development opportunities to our board in areas such as governance and charity finances.

**Challenge** of trying a new opportunity, meeting new people and stretching your skills.

**Giving back** to a community through volunteering. Being a trustee is a great way to dedicate time, skills and energy to a cause that you think is important. If you believe in children and young people's entitlement to great theatre and creative experiences, and/or you want to contribute to a local charity then the Travelling Light board could be for you.

**Experience** - at Travelling Light we offer all our trustees the opportunity to experience our work first hand through volunteering at events, and attending sharing's of young people's work, events and shows.

Audience at our early years production Igloo on tour Jan/Feb 2024



## Key statutory duties of Trustees

### Travelling Light is a registered Charity and a Company Limited by Guarantee.

This means that Board Members are both Directors and Trustees and must follow the legal and financial requirements laid down by the Charity Commission and Companies House.

Trustees are required to:

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objects as defined in its governing document. (The charitable objects set out the main purpose of the charity, so it is the role of the trustees to make sure that Travelling Light's activities are meeting this purpose).
- Ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- Contribute actively to the Board of Trustees' role to work with the CEO on developing strategy, policies and business plan.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Appoint senior members of staff and monitor their performance.

### The commitment needed

All Trustees are expected to:

- Understand and show commitment to Travelling Light's mission, aims and values.
- Attend six board meetings per year plus the Annual General Meeting (AGM). Attendance at Company and Board away days, Board training sessions and extraordinary board meetings may also be required. Time commitment can vary depending on circumstance (for example there may be more during business planning periods).
- Review all Board papers in advance of meetings, and use any relevant skills, knowledge or experience to inform decision making and actively participate in meetings.
- Attend company events, this may include shows, our creative learning programme or events in our community.
- Act as an advocate for the company at all times, this means helping us tell our story and spreading the word about our projects, events and the impact of our work. This can include supporting fundraising initiatives and marketing campaigns. Being an effective advocate doesn't mean you have to have networks in the arts.
- Maintain the confidentiality of all company business.
- Participate in reviewing the work of the Board and monitoring its effectiveness.

## The current board

Travelling Light's board consists of 4 committed trustees with a range of backgrounds and experiences. We are looking to increase the capacity of the Board, and are particularly interested in hearing from potential trustees with a background in business, people management/HR or finance.

The board meets 6 times a year as well as an annual Away Day and our AGM. The subcommittee feeds into the main board. Reasonable childcare and travel costs can be reimbursed to enable attendance. The board mostly meets in person at our offices within Barton Hill Bristol, but occasionally we pivot to zoom meetings.

There are opportunities for trustees to get involved in the work of the company by volunteering at events, meeting the young people we work with, attending youth theatre showcases and performances, supporting fundraising campaigns and advocating for the organisation by sharing stories about the company's work.

## Leadership and staff

Travelling Light is led by CEO Dienka Hines. The staff team also consists of Artistic Director (Lizzy Stephens), General Manager (Ali Sully), Marketing & Development Manager (Jamie Harber), Creative Learning Project Manager (Mike Akers) and Youth and Community producer (Louise Betts). We are a small and agile team who work flexibly.

Participants at our summer school for young disabled people 2023





## Our current working context

Travelling Light is at an exciting time in its development, as we move towards a new business model and way of working- while keeping children and young people at the heart of our work.

2023-24 was a transitional year for Travelling Light, where we began to review our aims, programme and business model within the context of moving away from Arts Council England NPO public funding.

During this time, we continued an impactful programme of activity, including two productions and participatory activity that reached over 3,000 children in schools, early years settings and community venues. Alongside this we took the opportunity to speak to our stakeholders including children and young people, families, community groups and partners, schools and artists to understand more about the impact of Travelling Light's work, what people value about the company, what is unique about our work and areas for development.

Using findings from our evaluation, we are now embarking on a new programme model, utilising our specialisms to put Travelling Light at the forefront of co-creating theatre with young people. [Read more here](#) about our consultation with children and young people and our direction of travel.

Pupils taking part in Play in a Week, a creative learning project, at Victoria Park Primary School 2024



## Trustee Person Specification

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• You share Travelling Light’s commitment to creating and sharing inspirational stories through theatre and providing creative opportunities for children and young people.</li> <li>• You are committed to Diversity, Inclusion and Equity, and want to support the company to embed social justice within all areas of the company’s work.</li> <li>• You are able to devote the time and energy needed to carry out the role.</li> <li>• You are a good listener who enjoys working as part of a team and can constructively challenge.</li> <li>• You are willing to learn new skills to support effectively carrying out this role, such as charity finances.</li> <li>• You are willing to be an advocate for the company, attending events and supporting campaigns.</li> <li>• You are committed to supporting Travelling Light’s development as a fundraising organisation.</li> <li>• You understand and accept the legal responsibilities and duties of trusteeship.</li> </ul>	<p>We welcome applicants from all backgrounds and experience who share our charitable aims. No previous experience of governance is necessary.</p> <p>Knowledge or experience in one or more the following areas would be desirable, but not essential:</p> <ul style="list-style-type: none"> <li>• Finance/budget management</li> <li>• Business Development</li> <li>• People management/HR</li> </ul> <p>Other desirable qualities could include:</p> <ul style="list-style-type: none"> <li>• Experience of fundraising and philanthropy</li> </ul>

Please complete the [Trustee Expression of Interest Form](#), stating any relevant skills and experience in relation to the person specification.

Deadline for expressions of interest – **Friday 16 August.**

Please send expressions of interest to [admin@travellinglighttheatre.org.uk](mailto:admin@travellinglighttheatre.org.uk)