



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 or you can contact myself, Dienka Hines, Executive Director on dienka@travellinglighttheatre.org.uk

Expressions of interest should be submitted to admin@travellinglighttheatre.org.uk by Monday 7th March 2022.

We look forward to receiving your application.

Regards

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

Dienka Hines

Executive Director



About Travelling Light Theatre Company

Travelling Light is a theatre company and children's charity based in Barton Hill in Bristol. We create outstanding theatre for and with young people that inspires their thinking, engages their emotions and fires their imaginations. Over the last 37 years we have sparked the creative journey of over one million children and young people in our locality of Barton Hill, throughout Bristol and beyond.

Travelling Light creates award winning professional touring theatre to allow children, young people and their families equal access to artistic excellence. Our productions tour to theatres, arts centres, festivals, community venues and schools and for many of our audiences seeing one of our shows is their first experience of theatre and can inspire a lifetime's enjoyment. Our work is nationally and internationally facing, while remaining embedded within our community of Barton Hill in Bristol.

Our participation programme offers creative experiences to children and young people in Barton Hill and across Bristol. We believe in every child's entitlement to creativity and imagination and proactively engage with children and young people who would otherwise have little or no access to arts and cultural activities. Our work includes youth theatre, creative learning projects and family and community engagement.

A photo from our production of *Three Kings*, 2018



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 through the crucial next phase on our journey as we emerge from the Coronavirus pandemic and develop the company's next four-year business plan. 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 watching performances.

A photo from a *Louder Than Words* session, March 2020



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 CEOs 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 four Board Meetings per year plus the Annual General Meeting (AGM). Attendance at Company and Board away days and Board training sessions may also be required. Time commitment can vary depending on circumstance (for example may be more during business planning periods or if recruiting a senior leader). Additional Extraordinary Board Meetings may be called in exceptional circumstances.
- 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 professional theatre productions, youth theatre performances and community events.
- 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 7 committed trustees with a range of backgrounds and experiences. There are fixed terms of service on the board and some long-standing trustees are coming to their end of term, which is why we are now seeking new trustees to bring new skills and perspectives to the board.

The board meets 4 times a year as well as Away Days and our annual AGM and finance and artistic subcommittees feed into the main board. Reasonable childcare and travel costs can be reimbursed to enable attendance. The board has met via Zoom during the coronavirus pandemic with a recent return to face-face meetings when possible. Having worked together remotely over a period of time, spending time together as a board and staff team through events such as away days will be a priority over the coming year.

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 professional performances, supporting fundraising campaigns and advocating for the organisation by sharing stories about the company's work.

Audience members at a performance of *Igloo*, January 2020.



Leadership and staff

Travelling Light is led by two joint CEOs, an Executive Director (Dienka Hines) who leads on the business/management side of the company and an Artistic Director (Heidi Vaughan) who leads on the artistic vision and programme. The staff team also consist of General Manager (Ali Sully), Marketing Manager (Jamie Harber), Creative Learning Officer (Lizzy Stephens), Youth and Community Officer (Louise Betts) and Production Manager (Becky Vowles). We are a small and agile team who work flexibly.

Our current working context

Travelling Light continued operating throughout the coronavirus pandemic, providing creativity and stories for those children and young people most affected by lockdowns. This included story based activity packs and a specially created storybook based on one of our plays, which was distributed for free to over 2,000 children in our locality of Barton Hill and across Bristol. Alongside this, we also ran weekly online workshops for our youth theatre and our ActionSpeak and Louder Than Words groups for young disabled people. Our Artistic Director worked with a team of experienced artists to produce *I7 and the Squeak Gobbler*, a free digital story and resources which we first distributed to local schools, before opening up to the general public online. As we emerge from the coronavirus pandemic, we have returned to face-to-face activity for our youth theatre groups and have taken a new production, *Vixen*, on the road this autumn, touring to schools and community venues. We have also embarked on a two year Paul Hamlyn funded project, *Light Up School Learning*, working closely with 5 partner primary schools to deliver drama-based teaching and learning opportunities and help embed the arts into the curriculum.

Travelling light is a National Portfolio Organisation funded by Arts Council England and from this autumn will be working on our next application for 2023-2027. A main focus of the board will be in supporting the CEOs with forward planning for the next 4-year business plan, as well as our ongoing resilience and adaptability as we emerge from the coronavirus pandemic. We are committed to learning from the current crisis to continue to develop and adapt our programme, deepen community engagement, and innovate artistically.

A photo from *I7 & the Squeak Gobbler*, our digital story 2021



Trustee Person Specification

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> You share Travelling Light's commitment to creating and sharing inspirational stories through theatre and providing creative opportunities for children and young people. 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. You are able to devote the time and energy needed to carry out the role. You are a good listener who enjoys working as part of a team and can constructively challenge. You are willing to learn new skills to support effectively carrying out this role, such as charity finances. You are willing to be an advocate for the company, attending events and supporting campaigns. You are committed to supporting Travelling Light's development as a fundraising organisation. You understand and accept the legal responsibilities and duties of trusteeship. 	<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"> Community Development and/or Early Years/Primary or Secondary Education Finance/budget management Marketing and communication People management <p>Other desirable qualities could include:</p> <ul style="list-style-type: none"> Experience of fundraising and philanthropy

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 **7th March 2022**. Please send expressions of interest to admin@travellinglighttheatre.org.uk

 travellinglighttheatre.org.uk

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Photos by Camilla Adams



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