

Chair of the board Information Pack

2026



Welcome

Firstly, thank you for your interest in becoming Chair of the Diverse City Board of Trustees. We value our trustees deeply and want everyone on our board to get the most out of their time with us.

Becoming a Chair of the Diverse City Board of Trustees is a chance to:

- meet like-minded people, who are passionate about social justice and the arts
- expand your network and build influential relationships
- develop professionally, gaining experience in leadership and strategy
- shape the strategic direction and future of the organisation
- support, challenge and work closely with senior leadership
- act as an ambassador for Diverse City and our mission
- ensure strong governance and effective decision making
- be part of ground-breaking change and lasting impact
- play a key role in strengthening the charity's growth and sustainability.



About us

Diverse City is a performing arts company where social justice and culture meet. For the arts to fairly reflect and shape society, we believe all voices must be heard and all audiences welcomed. We do this by

- making and touring new shows
- nurturing new creative voices
- engaging communities in artistic activism.



Our circus performance company Extraordinary Bodies (led in partnership with Cirque Bijou) exemplifies truly representative performance.

Whether it's ensuring that all work is audio-described and BSL interpreted, or creating inclusive rehearsals and auditions, we think creatively to make sure art can be made by anybody, for everybody.

You'll be joining us at an exciting and pivotal moment, as we celebrate 20 years of Diverse City while shaping our future through new strategy and business planning.



diverse_city



diversecity1



diversecity.org.uk



company/diverse-city



Our Mission and Values

Our Mission

Our mission is to fight for equality in every artistic arena. The boardroom, the audience, backstage and centre stage should all be truly representative, and we're here to make that happen.

Our Values

- Creativity
- Optimism
- Justice
- Collaboration



Commitment to Equity, Diversity & Inclusion

We are an equal opportunities employer and are looking for trustees from all backgrounds so that our board mirrors those we serve. We welcome applications from anyone, and do not believe that disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background, or anything else should be allowed create a barrier between you and the role you are applying for.

Diverse City is deeply committed to equity, so during the application process we commit to:

- paying for care and childcare whilst you are at interviews
- paying for travel costs to interviews held in person
- meeting your access needs to the best of our ability (for example organising a sign language interpreter)
- providing this document in Word format to download
- offering a guaranteed first stage interview for D/deaf or Disabled people who meet the minimum requirements.

If you have any questions or concerns about access and your application, please get in touch: becky.hughes@diversecity.org.uk





About the Role

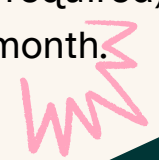
Trustees play a central role at Diverse City, making important decisions about the management of the charity. Our trustees are passionate about the arts and about justice and equity

The Chair of the Board will be responsible for leading an effective Board, supporting and constructively overseeing the Executive Team, acting as an ambassador and advocate for the organisation, and building strong relationships with key funders.

All Trustees are required to:

- attend four board meetings per year (remote)
- attend any additional ad hoc meetings deemed necessary by the board (usually 2-3 per year)
- attend one annual trustee and staff away day (in person)
- attend performances and events where possible (1-2 per year).

Ahead of meetings you will need to spend time reviewing papers and documents (support for this will be made available when required). The expected time commitment is on average, 2-3 days per month.





Responsibilities

Lead the Board:

- lead the board, set its agenda, ensure legal and financial governance duties are met effectively and keep in touch with the organisation and its activities
- convene and lead board meetings and attend working groups
- effective operation of the Board in all its areas and responsibilities
- make decisions on matters that cannot be progressed without board authorisation, but cannot wait until the next board meeting. (Ideally Trustees delegate specific powers over matters in progress to the Chair. However, no financial decisions involving amounts above £10,000 can be made by the Chair alone.)
- ensure the effectiveness of individual trustees and the Board as a whole.

Stakeholder management:

- build and maintain positive relationships across the Board, Executive team and with key external stakeholders, including existing and potential funders
- represent the organisation at outside events, be an ambassador, advocate and spokesperson for the Board, and represent the organisation, together with the Executive
- support the Executive in fundraising and encourage Trustees to do so.

Organisational governance:

- develop the Charity's vision and strategy and monitor its implementation, together with the Executive team and the rest of the Board
- line manage the Executive team, and lead on setting their pay and work closely with them
- ensure timely and effective succession planning of Board members, Executive team and other key roles.
- offer a consistent and accessible source of support and leadership during times of organisational challenge or crisis.

In addition, the Chair and all the Trustees are responsible for:

- approving and reviewing the organisation's artistic and business plan, policies and programmes (e.g. Safeguarding policy, Health and Safety etc)
- ensuring that the Company operates within UK Law and in accordance with English Company and Charity Law. This includes keeping proper accounts, producing audited accounts annually and submitting statutory returns at Companies House, returns to the Charity Commission and the keeping of Company Registers
- ensuring the prudent financial management of the Company: through financial control; scrutinising regular statements of the financial positions; discussing, deciding and reviewing annual budgets; ensuring the prompt payment of any money due to HMRC; deciding on and, if necessary, assisting with applications to funding bodies; approving the financial risk review and reserves policies
- appointing bankers and cheque signatories and making clear decisions about delegated authorities to staff
- the organisation's employment policies including equal opportunities, recruitment, pay, grievance and disciplinary, appraisal, sickness, expenses, holidays and training
- approving the staffing structure and taking part in recruitment if required; agreeing the job descriptions, person specifications and terms of employment of board appointments and the outline terms and conditions for other senior staff and reviewing levels of pay annually
- ensuring any conflicts of interest are avoided
- ensuring that the organisation's assets and legacy are safeguarded and are well-managed, insured and maintained for the future.



Person Specification

Essential

- Commitment to equity, diversity and inclusion
- experience of chairing a board and understanding governance (ideally in arts and culture)
- confidence with budgets or financial oversight
- able to lead and facilitate meetings, both in person and online
- good at building relationships with partners and stakeholders
- belief in and enthusiasm for our vision, mission and values
- committed to the role and open in how you work with the team and board
- able to work well with others, listen and respect different views
- willing to stay informed about our work and champion the charity
- able to handle sensitive information with care and confidentiality.

Desirable

- experience or strong links with arts and culture ideally in an National Portfolio Organisation or similar size Arts organisation, and happy to share your networks
- well connected and respected in your community
- passion for helping people of all ages engage in arts and creativity
- willing to share your skills and experience to support the team
- lived experience of facing barriers or exclusion.





Additional Information

Conflict of Interest

All applicants will be asked to share any actual, potential or perceived conflict of interest, These will be discussed with you to establish whether it can be overcome, and what action is needed to avoid a conflict or the perception of a conflict.

Terms of Appointment

Offers for trusteeships will be made once all applicants have been interviewed and will be subject to successful eligibility checks, including reference checks. If you are offered a trusteeship you will receive a summary of your main terms and conditions. Terms of appointment (how long you will serve as a trustee) are usually 4 years, renewable once.

Location

Trustee meetings are mostly held on Teams, with occasional face-to-face meetings. Trustees are also invited to attend occasional performances when the company tours across the UK, when it is convenient. There are occasional meetings in person and these are usually in London.

Remuneration

The role of Trustee is unpaid, although expenses for travel and other pre-agreed items may be claimed.

Safeguarding

The Trustee must uphold all child protection legislation, and all policies governing staff that work with children and adults at risk of harm.

How to Apply

To apply to become Chair of the Diverse City Board of Trustees please supply the following:

- a detailed CV setting out your career history, with responsibilities and achievements
- a covering letter (maximum one side of A4) or five minute video highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter/video is an important part of your application and will be assessed as part of your full application
- please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. (Referees will not be contacted without your prior consent).

If you have any questions or would like to arrange a call to discuss the role please email
becky.hughes@diversercity.org.uk

Please send your CV and cover letter to
becky.hughes@diversecity.org.uk to apply.

