



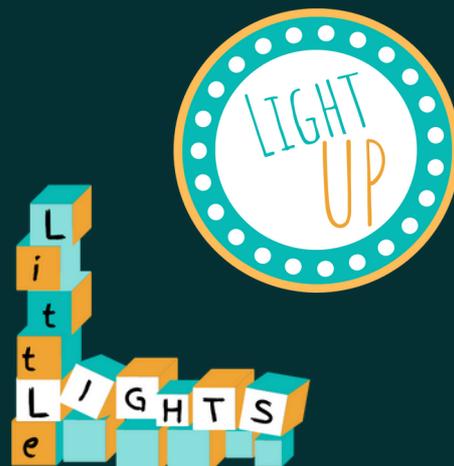
UNEXPECTED
PLACES



JOB PACK

BOARD OF TRUSTEES

CHAIR/VICE CHAIR



OUR STORY

UNEXPECTED
PLACES



Rosanna Sloan,
Artistic Director



UNEXPECTED PLACES

&

LIGHT UP

It is a pleasure to have a moment to reflect on how Unexpected Places and our education arm, Light UP, have grown and developed since the company was first founded by myself in 2014.

Our story began when I noticed a lack of affordable drama classes for children and young people in the Hampshire area, as I was directing a new show, 'From Scraps' for the Bristol Festival of Puppetry - in this moment, Unexpected Places and Light UP was born. We have come a long way since running those first classes in Hamble, Southampton and, before the disruption of the pandemic, taught 400 students a week across 8 locations, making us one of the largest youth theatres in the country.

In May 2021, we were successful in our application to the charity commission to develop from a not-for-profit organisation to a charity, which reinforced our mission in providing incredible arts experiences for children and young people, from original productions, to classes; training the next generation of performers and arts audiences.

September 2021 brought a new addition, Little Lights, into our lives and the lives of parents and carers. Initially a 6 week course of creative and sensory sessions for 0-3 yr olds, funded by the National Lottery Community fund, the sessions are now a much loved addition to our regular line up of classes and outreach.

Now, we are looking ahead to 2023/24 building on the incredible work our team delivers. Despite a variety of amazing accomplishments, as an organisation the past 2 years have been our most turbulent chapters. The financial pressure of Covid and the cost of living crisis have hit the charity hard and we have gone through a period of contraction to stabilize the charity. We still have challenges ahead and need a strong Chair to support our dedicated team into stability and success. If you'd like to be part of something special and travel to unexpected places with us, then read on and we'll look forward to hearing from you.

Best wishes,
Rosanna

A CLOSE UP

ON

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From Scraps, 2014



Blighty One, 2018



Looking Down on Me, 2019

Unexpected Places is a diverse charity dedicated to increasing awareness of and encouraging involvement in the performing arts. We have established a reputation for producing thought-provoking and endearing performances and participation projects; expect the unexpected. We achieve this through three strands of work:

- Light UP Education and Outreach
- Performances: Unexpected Places devise and tour original imaginative professional theatre performances. These performances are taken to audiences directly, such as schools and community settings to engage those who do not normally see theatre.
- Little Lights: Creative and sensory play sessions for 0-3 year olds and their families. Little Lights is growing to include concerts, with our original music, for families and sensory experiences. Our work is delivered across Hampshire including Southampton, Gosport, Romsey and Fareham.

Our Charitable Aims

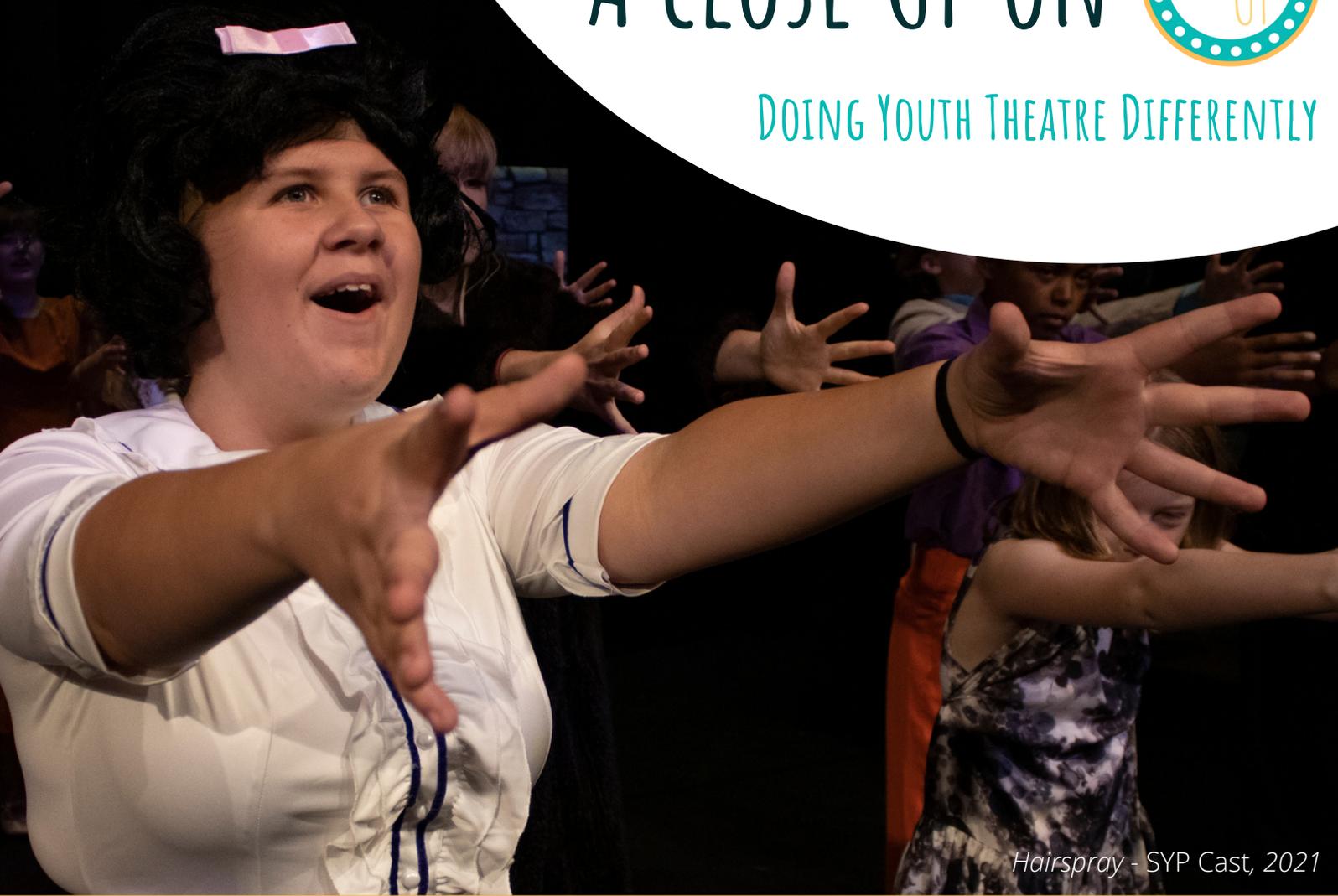
To advance public education in, and appreciation of, the performing arts in particular but not exclusively by:

- the provision of workshops in acting and artistic performance which develop knowledge, skills, confidence and creativity;
- delivering high quality original theatre performances for public presentation;
- the provision of opportunities to participate in other areas of theatre production including working backstage, lighting, sound and production design.
- the provision of opportunities to participate in creative educational activities such as arts trails, festivals and events.

A CLOSE UP ON



DOING YOUTH THEATRE DIFFERENTLY



Hairspray - SYP Cast, 2021

Light UP is an ambitious and developed youth theatre that focuses on providing value for money classes and innovative opportunities to foster creativity, confidence and curiosity, alongside workshops and outreach projects. Our motto is 'Supporting Young People to Shine, On and Off Stage'. We engage young people at all interest levels from those wanting to take part for fun, those with a growing interest in drama and those who are dedicated to pursuing the arts as a career.

Our dynamic range of classes are ideal for building up young people's confidence, helping them to develop their creativity and communication skills, as well as encouraging them to have fun and make new friends. Our Company and Advanced classes give students the opportunity to perform in full scale productions, take LAMDA exams and learn advanced acting skills.

In addition to our termly home ed and after school classes, we also offer a range of other classes including UPStagers for retired adults, drama school style training for adults and most recently drama therapy for patients with Alzheimers. We are able to engage people of all ages in culture.

We work with partners such as the Maskers Theatre to educate people about technical roles in theatre and have developed a range of partnerships and local links to embed ourselves in our community and provide opportunities for interesting collaborations.

Unexpected Places is inviting applications from experienced professionals who are passionate about the performing arts and supporting young people through creativity to join our board as our new Chair and Vice-Chair.

Post: Chair/Vice Chair of the Board of Trustees

Time Commitment: A minimum of at least four Board meetings per year. The Chair is also expected to have regular meetings and be in regular contact with the Chief Executive and liaise with other Board members and Board Sub-Committees in between full Board meetings.

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.

JOB DESCRIPTION

Objective

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfill their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. They will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Principal Responsibilities

Strategic Leadership

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity
- To lead and direct the Board and the organisation through an exciting period of development, expansion and artistic vision
- Protect the future of Unexpected Places through its policies, risk management, accounting procedures, internal controls and systems – and that these are reviewed within all regulatory and legal requirements
- Appoint sub committees with the approval of the Board and delegate functions as necessary, monitoring progress with the Chief Executive
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate and address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity
- Support the Youth Board and their input into the Board of Unexpected Places

External Relations

- Act as an ambassador for the cause and the charity
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

PERSON SPECIFICATION

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Experience of chairing meetings and events

Knowledge and Skills

- Good understanding of charity governance
- Strong leadership skills, ability to motivate staff and volunteers and bring people together

Additional Information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Terms

The charity's Chair (and board members) will serve a three-year term to be eligible for re-appointment for up to two additional terms.

In addition to chairing the main Board meetings, the Chair has the right to attend the three sub committees, which all meet quarterly.

HOW TO APPLY



We are committed to employment practices that promote diversity and inclusion and so welcome applications regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We are committed to providing an accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application form, contact us and we'll put you in touch with HR who can provide further support.

Registering Your Interest

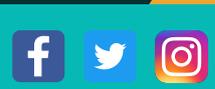
To have a conversation about the role and register your interest please email courtney@lightupdrama.org.uk.

We welcome CV's and letters of application but realise that this may not suit all applicants who are interested in this position.

We thank you for your interest and look forward to hearing from you.

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www.unexpectedplaces.co.uk
www.lightupdrama.org.uk
www.littlelights.org.uk

WHERE UNEXPECTED THINGS HAPPEN