

# Board Recruitment 2024

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## Welcome/How to Apply

Thank you for your interest in The Crescent Arts Centre!

A number of our Members are reaching the end of their Terms, so we are looking for 3-4 new Board Members. We hope this document contains useful information about Board Membership and how to apply.

The Crescent values a broad range of experience and skills. Board diversity for us means having a mix of people who have the relevant skills, knowledge, lived and learned experience and background to contribute to the organisation, and that the mix is representative of the community served and society as a whole.

We are particularly keen to hear from you if you have any of these skills or experience.

- You know **South Belfast**, or parts of it, and its communities, really well. This might be via professional or personal experience.
- **Media/Strategic Communications:** We have multiple stories to tell, and we'd love to learn from your experience.
- **You are interested in/have experience of Finance:** We are fortunate to have an excellent Treasurer and Finance Committee. As Finance is a key area for the Board we are interested in a range of experiences; this might include e.g. Business Start-ups, Financial Systems Development, Financial Reporting & Controls.
- **HR/People Management/Professional Development:** we seek to create the conditions for our people to thrive, and welcome expertise to support us to achieve this.

We would like to encourage applications from candidates from diverse backgrounds, and experiences, including candidates who identify as LGBTQIA+, have a disability or are neurodiverse, have a minority ethnic background, are from diverse socio-economic backgrounds, are under 30, or have taken non-traditional educational pathway.

## How to apply

Please email us a Cover Letter (max 2 pages), and a CV. Please don't agonise over the format of the Letter or CV. Do tell us:

- Why you are interested in joining the Board
- The skills and experience you will be able to share with us
- What you would like to achieve in the role

Send your email to [recruitment@crescentarts.org](mailto:recruitment@crescentarts.org), with title 'Board Membership'. **Please apply by 5pm on Monday 12 February 2024.** If you have different access needs, please contact us to let us know how we can help. Call Sophie on 028 9024 2338 or email [recruitment@crescentarts.org](mailto:recruitment@crescentarts.org)

Our anticipated timeline is:

**Application deadline:** Monday 12 February, 5pm

**Interviews:** Week of 26 February

Successful candidate/s attend Crescent Board meeting as Observer in either March or May 2024.

With best wishes,

Evelyn Hoy, Chair <https://crescentarts.org/about/our-people/board>

Sophie Hayles, Chief Executive

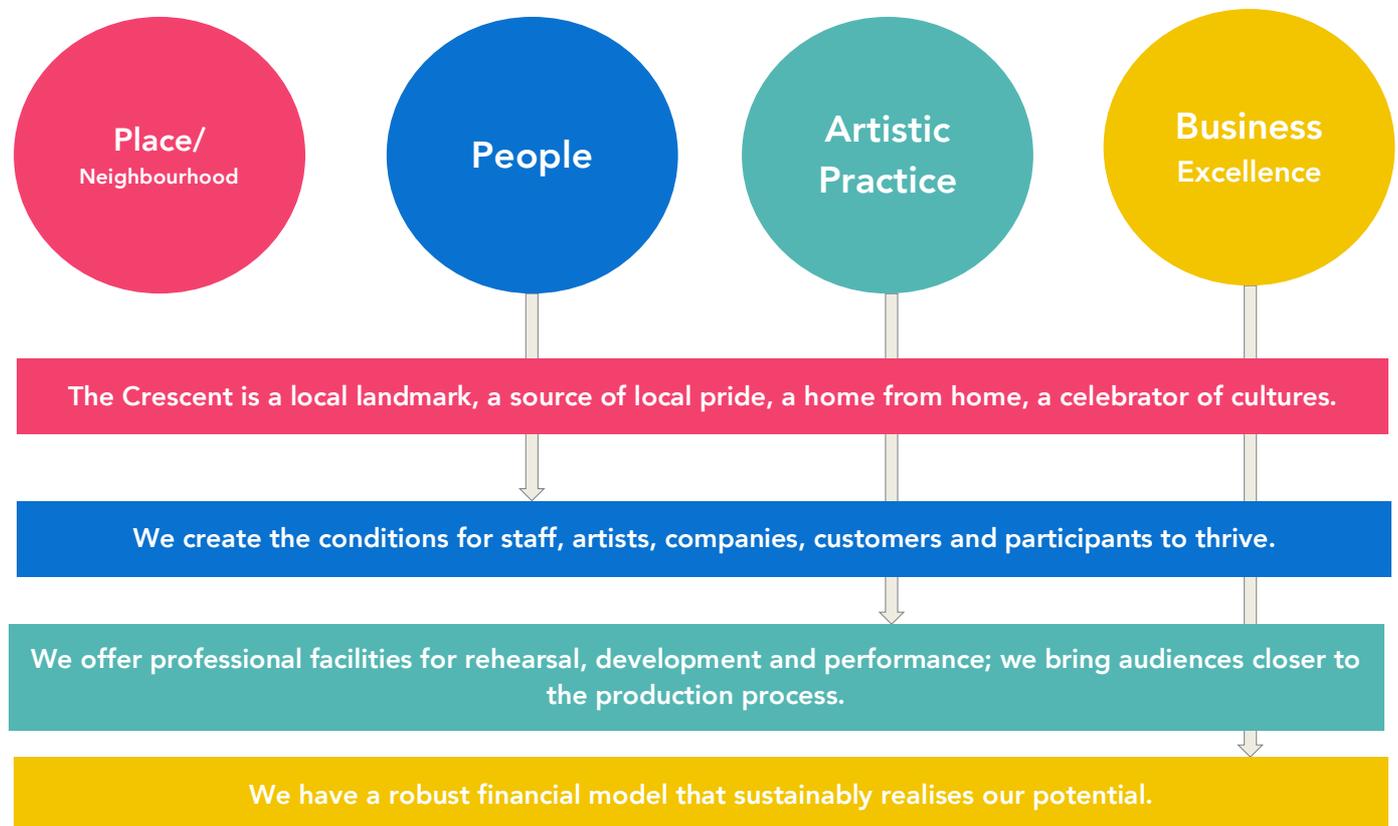
## About Us

The Crescent is a registered charity and a company limited by guarantee.

We are proud of our Grade II listed building on the corner of University Road and Lower Crescent Park, South Belfast. The Centre was built originally (in 1873) as a school for girls at a time when academic education for young women was not widely available, and we're really proud of all the entrepreneurial, creative, and spirited voices that have shaped who we are today.

We are a team of 7 Full-Time, and 10 Part-Time (Customer Services) Staff. We are perhaps best known for our creative Courses and Workshaops, running for over 30 years. We also run the annual Belfast Book Festival, the Mairtín Crawford Awards for Poetry and Short Story, a Youth Theatre, a Music Programme, and offer office space to creative companies.

Our Strategic Plan 2024 – 28 is based around 4 Pillars that represent The Crescent's core tenets and goals:



## What you'd be committing to: in brief

- We expect all Board Members to attend all Board Meetings. These take place 4 times a year, usually in March, May, September, and December, at 5.30pm, at The Crescent Arts Centre.
- Board Members are encouraged to join a Sub-Committee or Working Group. Currently there are two Sub-Committees: Finance, Audit & Risk (FAR), and People & Policies (P&P). Sub-Committees also meet quarterly.

- In addition to Board Meetings and Sub Committee meetings, all Board Members are expected to participate in one Strategy/Networking Session per year.
- We encourage Board Members to attend events and activities run by The Crescent/Belfast Book Festival, and be actively part of the life of the building.
- Board Membership is for a Term of 3 years. Our practice is for a maximum of 2 Terms.

### **What we provide:**

- Detailed **Induction** from Crescent Staff and Board Members
- **Training:** this might include for example Arts & Business NI's Fundamentals of Arts Boards Membership; representing the organisation at a conference/event related to governance; or something specific to the interests and expertise you bring to the organisation
- Board Membership is voluntary. It can also be a really rewarding experience – both professionally and personally. Active Board Members can have a significant impact on the organisation; learn new skills; broaden networks; and grow knowledge.

### **What we are looking for:**

- On Page 2 above we cite a number of specific skills and experience areas we are looking for. If your skills and experience don't quite match with any of these, but you are interested in joining the Board for other reasons, please do apply outlining what skills and experience you would bring.
- Please note that previous Board/Governance experience is not an essential criteria.

We are looking for the following from all Board Members:

- Commitment to the organisation's objectives, aims and values
- An open and collegiate approach: share your knowledge, challenge us with questions, signpost us to contacts and ideas!
- An understanding of the political and cultural landscape
- The ability to treat sensitive information confidentially

### **Duties and Responsibilities of our Board Members:**

- Legal and Financial: We can offer training in understanding in this area. Please also refer to the Code of Good Governance for further detail: <https://www.diycommitteeguide.org/>
- Employment and Personnel: ensuring the organisation adheres to its legal responsibilities in employment policies and practice