



St George's Bristol

St George's Bristol is a charity that runs one of the UK's leading concert venues. In September 2018, following a major capital works project, St George's relaunched as a creative space for music and ideas, with a bold, pavilion-style extension offering an open-all-day café-bar, multi-purpose rooms and exhibition spaces. Our concert hall with its famed acoustic, intimate auditorium and outstanding programme attracts the world's best classical, jazz, folk and world musicians. We also run spoken word events, as well as vibrant family events and education and heritage activities. Finally, we generate income through corporate and private venue hire.

Trustees

St George's Trustees are responsible for shaping the charity's future strategy, providing strong governance for the organisation, holding responsibility for financial, legal and regulatory compliance and stability, and offering support to the Chief Executive and senior leadership team.

As part of the normal cycle of refreshing the Board, we are looking for up to seven new Trustees over the next two years. The Trustees meet as a board six times a year at St George's, usually at 4pm on a Wednesday. The minimum time commitment is attendance at these meetings, plus the time required to read the papers in advance, together with occasional ad hoc involvement in projects or activities as they arise. We also like to see our Trustees fully involved in the wider activities of the charity – attending events, using the building and promoting the charity through their networks.

Trustees are volunteers and their time is not paid. Previous experience as a Trustee is not necessarily required. A full induction will be given as well as relevant training.

Associate Trustees

St George's Associate Trustees sit on the organisation's committees alongside Trustees and members of the senior leadership team. They bring specialist skills to key areas of operation as needed and share a general interest and involvement in the charity's activities, but they do not hold the same responsibilities for governance and compliance as Trustees.

We are currently looking to co-opt two Associate Trustees to the education committee to bring their experience, enthusiasm and specialist skills to discussions. The education programme is at the heart of the philosophy and activities of St George's. The rich and

varied collection of concerts, interactive school events, competitions, scholarships and awards enliven each year's programme.

Ideally these new Associate Trustees will have experience of working in the education sector at primary, secondary, FE or HE levels.

The minimum time commitment is approximately three meetings a year in Bristol plus the time required to read the papers in advance. We like to see our Associate Trustees fully involved in the wider activities of the charity - attending events, using the building and promoting the charity through their networks. Associate Trustees are volunteers and their time is not paid. Previous experience as an Associate Trustee is not necessarily required. A full induction will be given as well as relevant training.

Commitment to diversity

St George's is committed to being diverse and inclusive in terms of its audience, staff, Trustees and Associate Trustees, visitors to the building, as well as through its educational and artistic programmes. The reason for doing this is quite simple. Boards, committees and teams characterised by a diversity of thought and life experiences will make better decisions, and in turn St George's is more likely to thrive and excel.

Therefore, we would particularly like to hear from individuals who identify with one of the following characteristics: under 35, Black Asian or Minority Ethnic, disabled, or live or work in areas of social and economic deprivation in and around Bristol.

If you meet the *essential* criteria of the Trustee or Associate Trustee person specifications, as set out below, but do not have all of the *desirable* elements, we will nevertheless welcome your application, as we can support successful applicants where necessary with training and mentoring to help fulfil the Trustee or Associate Trustee roles.

Trustee role description

Role purpose: To develop St George's in keeping with its charitable objectives, its legal and financial obligations and in the parameters of good governance.

Main responsibilities

1. To take part in formulating and reviewing the strategic aims of the organisation, and in providing direction for its ongoing development.
2. With other Trustees, to ensure that the policies and practices of the charity are in keeping with its aims.
3. With other Trustees, to exercise effective governance, ensuring that the charity functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.
4. With other Trustees, to fulfil all other duties as laid out by law and in accordance with our bye laws.

5. Be prepared to sit on one of the Board's sub-committees or working groups.

Main duties

1. Developing and reviewing strategic aims:
 - a. Consider the organisation as a whole, including its stakeholders and the wider community.
 - b. Reflect the charity's vision, strategy, major policies and values at all times.
 - c. Contribute specific skills, experience and contacts in support of the charity's activities.
2. Ensuring policies and practices are in keeping with aims and with legal or regulatory obligations:
 - a. Abide by the principles laid down in the person specification (and code of conduct).
 - b. Attend meetings of the Trustee Board and any committees.
 - c. Reflect the Trustees' policies and concerns in all interactions with stakeholders.
 - d. Assist in the implementation of the charity's strategic goals.
 - e. Monitor and evaluate performance against strategic aims.
3. Exercise effective control and ensure best practice:
 - a. Attend training and development opportunities as appropriate, including an induction programme on taking up the role of Trustee, and Trustee briefings.
 - b. Work effectively as a team member of the Board in exercising its responsibilities and functions.
 - c. Take an active role in any sub-committee or working groups, contributing specialist skills, experience and knowledge as required.
 - d. Protect the assets and integrity of the charity, with regard to best practice.
 - e. Maintain good relations with St George's staff.
 - f. Fulfil such other duties and assignments as may be required from time to time by the Board.
 - g. Engage with stakeholders and the wider community.
 - h. Attend concerts and events at St George's on a regular basis.
 - i. Support the fundraising programme.

Trustee person specification

As a trustee you should be able to demonstrate the following:

Essential

- An understanding of the type of work undertaken by St George's and commitment to its values and ethos.

- A personal alignment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Wider involvement with the voluntary sector and other networks.
- Enthusiasm, energy and time to commit to this role.
- An interest and passion for music.

Desirable

- An ability to contribute in one or more of the following areas:
 - Catering, bar and hospitality
 - Education (primary, secondary and adult)
 - Fundraising
 - Marketing and PR
 - Music and cultural industries
- A record of proven and significant achievement in your own field.
- Successful experience of operating on a Board or a major committee in a charitable, public sector or commercial organisation.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- Confident and effective communication skills with a range of audiences and the ability to challenge in a constructive way.
- An understanding of how to motivate and enthuse volunteers.
- A proven track record of sound judgment and effective decision making.
- An understanding of the respective roles of the Chair, Trustees and Chief Executive.
- A track record of commitment to promoting equality and diversity.

Associate Trustee role description (education committee)

Role purpose: The education committee’s role is to support the Board in its responsibilities of safeguarding, and ensure that we provide an excellent learning and audience experience through a sound school engagement model.

Main duties

1. To attend education committee meetings and take part in discussions.
2. To support, encourage and challenge the education team.

Associate Trustee person specification (education committee)

As an Associate Trustee you should be able to demonstrate the following:

Essential

- An understanding of the type of work undertaken by St George’s and commitment to its values and ethos.

- A personal alignment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Enthusiasm, energy and time to commit to this role.
- An interest and passion for music.
- An ability to take a strategic view of the education programme and its development over the next five years.
- Experience of working in the education sector at primary, secondary, FE or HE levels.
- A commitment to promoting equality and diversity.
- A commitment to supporting and educating all ages in music, whether it is performance, composition, conducting, musicology or technology.

Desirable

- Confident and effective communication skills with a range of audiences and the ability to challenge in a constructive way.
- A track record of sound judgment and effective decision making.
- Wider involvement with the voluntary sector and other networks.