

# LAWRENCE BATLEY THEATRE HUDDERSFIELD



## We're recruiting

Board Trustees

Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact [recruitment@thelbt.org](mailto:recruitment@thelbt.org) for support.



## Who we are

We are a community of likeminded people who are passionate about regional theatre.

As a venue built by and for the people of Huddersfield we believe everyone has something to offer and by bringing together a variety of unique skills, magic can happen.

If you'd like to find out a little more about us, click here to watch all that we've achieved over the past year.

★★★★★ **"a game-changer"**

- The Telegraph on *What A Carve Up!*

**"My girls loved it (ages 5, 7 and 8). It was so much fun solving all the clues together. It's brought us together as a family."**

- Review of *Charlotte Holmes*



## About us

We are a mid-scale theatre in the heart of West Yorkshire that was created by and for our community. Within the building there are three performance spaces – the Main House seating 461 people, the Cellar Theatre with up to 120 seats and the Attic Theatre, with up to 60 seats – as well as a number of meeting and function rooms, Gallery space and our café bar, The Courtyard. The theatre is run by a team of approx. 90 full-time, part-time and casual staff and we are also incredibly proud and grateful to have an exceptionally loyal team of approx. 80 volunteers at the theatre. Our Board of Trustees is comprised of up to 14 members at any one time, overseeing the governance of the organisation.

Participation is absolutely at the heart of the organisation, and we do a huge amount of work both at the theatre but also in Kirklees more widely – all of this work is seen through a lens of tackling isolation and 'otherness' as well as building a stronger sense of community.



- The Stage on *The Importance of Being Earnest*



- The Guardian on *Nigel Slater's Toast*



## **Vision, Mission & Values**

### **Why we are here**

We're here to do our community proud.

We're here to share exciting and entertaining stories.

We're here to build a stronger sense of community.

We're here to encourage creativity, to nurture confidence, and to develop talent.

### **What are we aiming for?**

We want to be the creative heart of Huddersfield.

### **What makes us tick?**

We are friendly and welcoming.

We are inclusive, diverse and accessible.

We are collaborative.

We are locally rooted with national ambition.

We are brave and unafraid of taking risks



## Being part of our team

The Lawrence Batley Theatre is the home of live performance in Huddersfield and for Kirklees. We are committed to discovering and developing the best talent from across the sector and are currently seeking Trustees to support us in delivering our mission – to be the creative heart of Huddersfield.

We are pro-equality to ensure diversity of thought, ideas and experience across our team and Trustees. We encourage applications from all backgrounds. We are actively, but not exclusively, seeking Trustees with additional access requirements, under the age of thirty and from diverse ethnic backgrounds.

# We're recruiting for...

**Job title:** Trustees

## **Main purpose of the role:**

The role carries the responsibilities of a Company Director and Charity Trustee. The Board has overall responsibility for compliance with regulations, good practice and the long-term sustainability and success of the Lawrence Batley Theatre. The Board works alongside the senior management team to oversee the governance and strategy.

Tenure of Trustees is three years. This will be reviewed and extended by a further term at the mutual agreement of the Trustee and the Chair. The maximum term a Trustee can serve is six years.

We are particularly interested in hearing from you if you have experience in the following areas:

- **Community Engagement and Participation**
- **Finance and Business Operations**
- **Local knowledge of Kirklees and West Yorkshire**

## **Working relationships with:**

Chair and Vice Chair of the Board of Trustees

Chief Executive

Senior Management Team of the Lawrence Batley Theatre

## **Responsibilities of the Board:**

- Overseeing the development and implementation of a sustainable and ambitious strategy and business plan
- Providing support and guidance to the Board and Senior Management Team through contacts, networks, and expertise
- Providing challenge and leadership by being a critical friend to the organisation
- Ensuring management capacity and capability
- Upholding corporate responsibility to promote the values of Kirklees Theatre Trust
- Monitoring and managing performance to ensure that effective controls manage risk
- Facilitating change, liaising with the Chair and Senior Management Team to provide expertise, impartiality and objectivity to decision making

## **Personal attributes:**

[thelbt.org](http://thelbt.org)

[Facebook](#)

[Twitter](#)

[Instagram](#)

We would like the successful candidate to demonstrate:

- A passion for the Lawrence Batley Theatre and our vision and mission
- A commitment to arts and culture as a force for change
- An understanding of the barriers some people within our communities' face and a commitment to effect change
- Strategic vision
- An ability to think creatively
- Excellent communication and interpersonal skills
- Impartiality, fairness and confidentiality
- A good understanding of effective governance and management

Previous experience as a Trustee is not a requirement. We welcome anyone with a passion for arts and culture and the Lawrence Batley Theatre to come on board and help us change the future. There will be a full induction and training available throughout your trusteeship.

If you are interested in the position of Trustee please send no more than one side of A4 to [recruitment@thelbt.org](mailto:recruitment@thelbt.org) outlining your experience, why you are interested in the position and what you could bring to the organisation by 12noon on the 3<sup>rd</sup> June 2022.

If you have any questions about the role of Trustee or the process, please email [becky@thelbt.org](mailto:becky@thelbt.org) directly.

**We will be hosting an open session on Zoom if you want to find out more about the organisation and role of a Trustee and to ask any questions.**

**Join us on Wednesday 25<sup>th</sup> May 2022 from 6.30pm – 7.30pm – email [becky@thelbt.org](mailto:becky@thelbt.org) for details**

## Terms & Conditions

**Salary:** This is a voluntary position but reasonable expenses will be reimbursed.

**Hours:** Trustees are expected to attend six Board meetings per year including the Annual General Meeting. In addition, there will be performances, fundraising and cultural events that you will be invited to attend. You will be required to attend the majority of meetings in person including the AGM but digital attendance may be considered for the remainder. Time should also be set aside for reading Board papers ahead of meetings.

## Recruitment procedure & guidance

The Lawrence Batley Theatre's success is down to the passionate and creative people who make up our team.

All we ask is that those who want to join us are passionate about what we do, dedicated to local theatre and have an open mind.

These guidelines set out our approach to recruitment to give all potential applicants clarity about the standards and practices that are applied in our recruitment and selection processes.

## **Job Description**

The job description contains information about the main purpose of the role, covering as comprehensively as possible the responsibilities of the post holder and what skills are required in the performance of their duties.

## **Essential and desirable attributes**

This section of the recruitment pack lists the criteria that are required for someone to be able to perform the role to the required standards. The criteria are used in the shortlisting process and will inform the basis of the tasks/questions asked at interview.

## **Equal opportunities**

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates. Recognising that the theatre sector, including ourselves, has a great deal of work to do to become truly equal we issue an Equality Monitoring form to everyone who applies to us. This form is anonymous and the information it contains is not considered as part of the selection process, however, after every round of recruitment we use the monitoring information we collect to understand who is and is not applying to our theatre – which allows us to identify areas in which our workforce is not representative of our community and developing ways of improving representation off the back of this.

## **Advertising vacancies**

All of our vacancies will be advertised for a minimum of one month where practically possible. As standard all posts will be advertised on our website, social media channels and Arts Jobs. On some occasions vacancies will be advertised on job's boards such as Guardian Jobs, Arts Professionals and Arts Marketing Association.

## **Application process**

Please email [recruitment@thelbt.org](mailto:recruitment@thelbt.org) with no more than one side of A4 outlining your experience, why you are interested in becoming a Trustee of Kirklees Theatre Trust (Lawrence Batley Theatre) and what you will bring to the organisation.

## **Next Steps**

All applications will be reviewed, followed by an informal chat with existing Trustees to understand a little more about you and your knowledge of the organisation.

This conversation is an opportunity for us to get to know you and to better understand your skills, experience, knowledge, and abilities. Conversations are conducted by the same two or three people who shortlisted applications. One of the team will act as Chair which means they are responsible for ensuring any particular access needs for candidates are taken into account as well as ensuring interviews are conducted professionally, fairly and in line with our Recruitment Procedure. The Chair also ensures that each panel member has an opportunity to give feedback on candidates in relation



to the selection criteria and that those criteria and not any other factors are the basis for the panel's decision making.

The most appropriate candidates will then be invited to observe a Board meeting before deciding whether they wish to formally join as a Trustee.