

Trustee Role Description Inclusivity Champion

Overview of The Spring

The Spring Arts & Heritage Centre is a small place where big things happen. Our vibrant cultural events and activities help make Havant, Hampshire and the surrounding region a better place to live.

We want to create experiences that change the way people see the world; to enhance wellbeing and make our community proud. Our innovative approach to arts and heritage and our focus on creating relevant and experiential programmes for audiences ensure we deliver our aims. These drive us towards our vision of being the UK's leading small scale arts and heritage centre.

We present a large, busy programme of combined arts and heritage activities and welcome over 130,000 people into our building each year. We are committed to being as inclusive as possible to ensure that everyone can benefit from the wide variety of experiences and services we offer. No-one should ever feel as though this organisation is not "for them" and we actively work to remove barriers to ensure that we reach and engage the widest possible audience.

We are based in Havant and aim to serve residents of Havant Borough, south east Hampshire and beyond. This area has a particularly diverse population in terms of social-economic background and disposable income. Some areas of wealth sit alongside wards recognised for high levels of deprivation. It has an ageing population and a lower than average representation of people of colour.

We pride ourselves on being a warm, opening and inclusive organisation. Everyone is welcome to take part in our activities regardless of their background or any protected characteristics. We are working proactively to find people who haven't engaged with our organisation before and actively work to remove barriers that could stop them from getting involved in our organisation, in whatever way they choose.

We have achieved a lot in recent years and in 2018 joined Arts Council England's National Portfolio as a Band 1 organisation for the first time. We share Arts Council England's commitment to ensuring our programmes of work, the artists we work with and the audiences are inclusive, diverse and representative of wider society.

Overview of the Inclusivity Champion Role

The whole board, staff and volunteer team are committed to ensuring The Spring is an inclusive organisation. Although we try to consider how inclusive our programmes are at every stage we recognise there is a link between inclusivity and diversity and we want to ensure a range of voices are considered within our decision making and planning. This is difficult to ensure when, on the surface, our board, staff and volunteer teams do not seem very diverse (although we recognise that not all protected characteristics are visible and not all diversity can be or needs to be easily identifiable by other people).

To help ensure we are considering and evaluating how inclusive we are throughout the organisation we want to recruit a new Inclusivity Champion to join our board of trustees. This role has been developed to ensure we have someone on the board who continually probes, ask questions and challenges us to ensure all our programmes, decisions and the way we work is as inclusive as possible.

It is important to note that this role is not 'responsible for diversity', instead we hope they will work to ensure that our aims around inclusivity are never forgotten or subsumed because of the lack of some diversity within the team. Instead we hope to have another voice round the table reminding us not to be blinded to other people's experiences or needs.

Role Specific Duties:

- Champion inclusion at board level, ensuring that a range of voices and diverse experiences have been taken into account when decisions are made
- Support the Director with the development, delivery and review of the Diversity and Inclusion Policy and action plan, reporting progress to the rest of the board
- Support the Director and staff team with advice and information relating to specific questions around inclusivity, protected characteristics and to ensure we have the knowledge to make appropriate decisions

General Trustee Duties:

- Work with the Trustees and Directors to ensure the governance and management of The Spring is legal and effective and complies with requirement from both the Charity Commission and Companies House
- Actively participate as a key member of the Board of Trustee Directors (The Spring)
- Assist with the development of and support the staff to implement the business plan
- Act as an ambassador for The Spring, representing the charity at meetings and facilitating networking and funding opportunities with other organisations and potential donors and partners
- Attend The Spring's events regularly, occasionally introducing artists or speakers and facilitating post show discussions
- Assist in securing additional funding and the diversification of funding sources

What we're looking for:

We are hoping to find someone to support, challenge and provoke to make sure we are reaching and engaging as many people as possible in our activities.

We think the person we are looking for is likely to have:

- A knowledge of issues relating to diversity
- An understanding of the cultural or voluntary sector
- A willingness to offer time and support to The Spring and its staff as we take steps to ensure we are inclusive and diverse

They may have:

- An arts or museums background
- Knowledge of The Spring and its programmes

They must be able to commit to:

- Six Spring Board Meetings per year (usually starting at 6.30pm)
- The AGM (this year on 12 September 2019)
- Providing Additional support work as required but not anticipated as more than 2 hours per month

Trustee roles at The Spring are voluntary positions.

The Spring is committed to providing resources required to ensure that this role is open to people with additional needs.

For further information or an informal chat about the role please contact:

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