



Chair of DreamArts

DreamArts is an award-winning charity with a mission to fuse arts and therapy to transform young lives. This year we are delighted to be:

Christie's Charity of the Year 2018

and in 2016 we were voted

Outstanding Organisation of the Year Westminster Community Awards

We have a passionate team of practitioners supported by a Board of Trustees who bring a wealth of knowledge and expertise in many areas.

We are looking for a new Chair of Trustees who can help guide us in our vision for the Charity.

JOB DESCRIPTION

Job Title: Chair

Responsible to: The Board of Trustees and the beneficiaries of DreamArts

Duration: 3 years

Commitment: 4 x evening Ordinary General Meetings (6:30-8:30pm)
1 x Trustee Away Day (10am – 4pm)
1 x Annual General Meeting (evenings, 6:30-8:30pm)
Monthly supervisions with the Chief Executive
Ad-hoc meetings/emails/telephone conversations with Trustees
Occasional meetings with funders and partners
Attendance at events and visits to project sessions

Deadline: Sunday 4 November

Interviews: Tuesday 13 November

Application: If you are interested in being short-listed or would like an informal chat please contact our Vice Chair Polly Knewstub at pknewstub@christies.com

"I have greatly enjoyed being chair of DreamArts over the past 3 years and it has been a real pleasure leading a very committed board and team. This is a very special charity with real importance in the communities in which we work. The quality of our work has increased as we embed the way we fuse arts and therapy and this approach has now been validated by The Royal Central School of Speech and Drama. It has been inspiring to meet so many talented children and young people and I unreservedly wish DreamArts a very bright future".

Nick Deeming, outgoing Chair



Job Specification

The principal role of Chair is to lead the Board and the Executive Team and hold them to account for DreamArt's conduct as a charity, working closely with them so that:

- the Board operates within its charitable objectives, follows governance best practice and complies with regulatory requirements
- the charity upholds the safeguarding of beneficiaries
- the strategic objectives and overall vision of the charity are regularly reviewed and met
- the Board of Trustees fulfils its functions as a board and individual trustees fulfil their responsibilities
- the Executive Management are committed and performing effectively to a high standard
- DreamArts achieves maximum impact for its many stakeholders; from beneficiaries to its varied donors and partners
- the risks affecting DreamArts are regularly reviewed and managed
- the Board fulfils its duties to ensure financial accountability and continuing sound financial health.
- the Chief Executive is supported and where appropriate challenged and that the Board and the Executive Management team function as one to meet DreamArts' agreed strategy

Specifically:

Governance

- oversee governance arrangements so they work in the most effective way for DreamArts
- work with fellow Trustees so that the Board incorporates the right balance of skills, knowledge and experience needed to govern and direct
- support systems for the appraisal of Trustees on an annual basis
- work with the Vice Chair of the Board of Trustees who will act for the Chair when the Chair is not available and undertakes assignments at the request of the Chair

External Relations

- act as an ambassador for DreamArts and as a spokesperson when appropriate, including representing the charity on occasion at external functions
- address any potential conflict with external stakeholders
- work with fellow Trustees so they utilise their networks for the benefit of the charity

Efficiency and effectiveness

- chair Board meetings effectively and efficiently, bringing impartiality and objectivity to the decision making process and enabling collective ownership
- facilitate the full engagement of Trustees and oversee that decisions are taken in the best, long-term interests of DreamArts
- foster constructive relationships between Trustees and address any conflicts
- 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
- ensure that decisions and actions taken at meetings are implemented.

Relationship with the Chief Executive and the Executive Management Team

- build an effective and constructive working relationship with the Executive Management Team, ensuring they are held to account for achieving agreed strategic objectives and enabling all to speak openly about concerns, worries and challenges
- support the Chief Executive, whilst respecting the boundaries which exist between the two roles.
- conduct a formal annual appraisal of the Chief Executive and a remuneration review for the Executive Management Team in consultation with other Trustees
- ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

Business Planning and Financial

- oversee the development and approval of a business plan that is regularly reviewed and adhered to
- work with fellow Trustees so that regular financial reports are produced to the Board including cash flow analysis and maintaining appropriate reserves
- work with fellow Trustees so that the charity's agreed fundraising strategy is reviewed annually, and that the focus on the strategy once approved is maintained

