

The Old Church, Stoke Newington Board Member Role Description

Role Description:	Board Member
Commitment:	6 Board meetings a year and involvement in one of the management subcommittees. Roughly 4-8 hours a month.
Salary	Voluntary

The Old Church is looking for two new Board Members. If you are enthusiastic about bringing diverse communities together through the arts and have experience in any of the following areas we would love to hear from you:

- Managing arts venues or organisations
- Fundraising
- Communications and marketing
- Organisational development
- HR

We are particularly keen to attract people who live locally to The Old Church.

About The Old Church

The Old Church (TOC) is an arts and performance space in the heart of Stoke Newington, set in the stunning location of the only surviving Elizabethan church in London, dating back to 1563. We are committed to inspiring our local community and audiences through the transformational power of the arts, hosting a wide variety of music, art, dance, and performance events. We have been operating as an arts venue since 2013 whilst remaining a consecrated church with Sunday services.

Our mission is to bring together and celebrate our local community through a creative programme that sparks collective joy.

Run by a Management Board, TOC is currently a not-for-profit company, though we have recently submitted an application to the Charity Commission, which if successful will mean this will become a trustee position. Like many other community arts centres, The Old Church has been significantly impacted by the coronavirus pandemic. TOC was in temporary hibernation from March 2020 until late May 2021 and we are still re-establishing ourselves at the heart of Stoke Newington.

You can find out more about The Old Church on our website [here](#). You can also find details about TOC on [Companies House](#)

About the role

As The Old Church reestablishes itself in the heart of Stoke Newington we are keen to ensure that our management board can continue to support our full time Venue Director. Therefore, we are looking to recruit two new people to join our management board with skills we are currently lacking. Do you have past or current expertise working or volunteering as one of the following:

- Someone who has managed or run an arts or heritage organisation or venue
- a communications or marketing professional
- a development officer/manager with experience in arts fundraising
- an HR professional who has helped shape and implement robust policies
- someone who has contributed to an organisation or business development.

Our Board works together to ensure The Old Church's work is sustainable and accountable by exercising good governance and following all necessary policies and procedures.

In addition to their statutory duties, each Board Member should use any specific skills, knowledge or experience they have, to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which they have special expertise.

The Old Church is a registered charity so this role is a Trustee position.

Responsibilities:

- Contribute to setting The Old Church's strategic vision
- Provide regular support and advice to the Venue Director within your area of expertise
- Monitor the organisation's performance and suggest improvements so we can improve access and reach more people
- Be a champion of TOC and get the word out about what we do
- Contribute to one of the board's subcommittees
- Ensure TOC's financial sustainability

Person specification

We are looking for individuals with a background in one or more of the following areas: participatory arts, HR, organisational development, communications and marketing, producing, and venue management as well as the following attributes:

- A commitment to The Old Church and its objectives.
- Good, independent judgement
- Strategic vision
- A willingness to ask questions and speak their mind
- An understanding of legal duties, responsibilities, and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee

- An ability to work effectively as a member of a team
- An ability to think creatively

We are keen to ensure that our Board is representative of our local community so would particularly encourage the following to apply:

- people of African or Caribbean heritage
- people of Turkish heritage
- people of Kurdish heritage
- young people (18 - 30)
- people with disabilities

How to apply

If you would like to apply, please send your CV and cover letter explaining why you are interested and suitable for the role and what expertise you will bring to the board.

Please email chair@theoldchurch.org.uk with **Board Recruitment** in the subject line.

If you have any questions about the role, please email the current Chair, Lee Jerome, chair@theoldchurch.org.uk and she will be happy to set up a call.