

Board of Trustees

Application Pack



Illustration by Adam York Gregory

Message from Kate Craddock Chair of the Board of Trustees



Hello

ARC is one of the UK's leading multi-artform centres, closely connected to its local communities with a national reputation for its artistic and audience development work. Having survived the pandemic, we have emerged with some exciting and ambitious plans for the future with committed and enthusiastic Board members to act as charity trustees, who share our commitment to the values and aims of ARC.

We welcome applications from people interested in the arts with a range of backgrounds, and in particular, for this round of recruitment we are specifically looking for people with expertise and experience in financial management and/or business management.

We are committed to continuing to increase the diversity of our Board to provide a wide range of perspectives from lived experience of the issues facing local people. We hope this information pack provides the information you need to decide whether you are interested in joining us.



Welcome from Alexander Ferris Chief Executive & Creative Director

Hello

The Board of Trustees are invaluable in supporting me and the staff team here at ARC to fulfil our mission and aims. They help set our future strategy, monitor progress against our plans and ensure we do things properly as a publicly funded organisation and registered charity.

Most of all, they represent our local communities, our customers, helping us continue to present a programme of events and activities that is exciting, relevant and interesting.

We are looking for new voices and perspectives to help shape the organisation going forward, and hope this is something you might be interested in. We hope you decide to join us.



Why Join?

We are looking for people that are passionate about our local communities, and/or interested in how arts and culture can improve people's lives.

Being a board member is a great way of using your skills and experience to support a local charity. You don't need to any qualifications to join a board, just a willingness to listen, support and challenge the organisation in a positive way. It can also help enhance your own skills, seeing how an organisation works from the inside and adding to your CV.

Board positions are voluntary (unpaid) although travel expenses and any access provision required can be covered.

"Before becoming a board member, I had often wondered what this mysterious group of people really do. I was intrigued but wasn't convinced that I had anything useful to add. However, the application process at ARC was so open and encouraging that I decided to apply, and was thrilled to be appointed. The board has been very welcoming and supportive as I've got to grips with how it all works. It's a huge privilege to be a part of an organisation that I care deeply about."

Maria Crocker, Board member



About ARC

ARC is a charity that uses arts and cultural activity to support our local community.

We work locally, in Stockton and the Tees Valley, and nationally, through our leadership of networks and partnerships.

We have events and activities going on all year round for everyone. These include live performances, film screenings, workshops and classes. We are particularly keen that people who might feel that the arts isn't for them are able to take part.

Our work brings people together so we can all better understand and enjoy the world and experience new ideas.

We invite lots of different artists to spend time creating new work at ARC, working with local people, to make sure that what we present is relevant to Stockton.

We want to make a positive difference to our local community. We are always interested in working with new people.



Vision

We believe the world is a better place when people understand each other.

We recognise that the world is dominated by the stories, views and ideas of a very small group of people. ARC uses arts and cultural activity to support different people to share their stories and ensure they are heard.

This creates better connections across communities which support people to raise their aspirations, achieve their potential and enhance their experience of the world.

Mission

ARC is an organisation working from its venue to enhance the wellbeing of the whole community of Stockton and the Tees Valley, through arts and creative activity, through widening opportunities to experience and participate in the arts, and through partnership with other organisations.





Aims

1. To make an important contribution to the social and economic regeneration of Stockton and the Tees Valley
2. To present an outstanding creative programme that is contemporary and relevant to our communities
3. To increase the number and range of people engaging with ARC
4. To support and develop artists and creative practitioners to create excellent work relevant to our communities
5. To support and develop a cultural workforce to support our ambitions
6. To realise the creative potential of our local communities
7. To increase our financial and organisational resilience and ability to adapt to economic, environmental and societal change
8. To act as a catalyst for partnership and collaboration between public, private and voluntary sector organisations
9. To act as a national and international leader in organisational sustainability, sector development, artistic practice and social impact



Working as a Trustee and Board Member

ARC's Board of Trustees is responsible for ensuring ARC's aims and objectives are achieved, setting the forward strategy and direction, approving the annual business plan and budget, and monitoring performance and delivery, supporting the Chief Executive and his team.

Board members have a diverse range of skills and backgrounds, which has the benefit of bringing a broad range of perspectives to discussions. We value everyone's contributions to Board meetings equally.

- This is what you can expect if you join the Board at ARC:
- To attend formal Board meetings four times a year, including reading papers in advance
- To take part in one or two strategic discussion sessions per year, outside of formal Board meetings
- To visit ARC as a customer, experiencing the events and activities - two complimentary tickets per event are available to all Board members, subject to availability
- An induction process and training for board members

Board meetings currently take place from 5.30pm on Tuesday evenings, on the first or second Tuesday of March, June, September and December. They are held in person at ARC and last approximately three hours, although access by Zoom can also be arranged. Board membership is a voluntary position but members are able to claim travel expenses to attend Board meetings.

We aim to meet everyone's access requirements. Support to attend meetings and act as a Board member can be provided.

Trustee Role

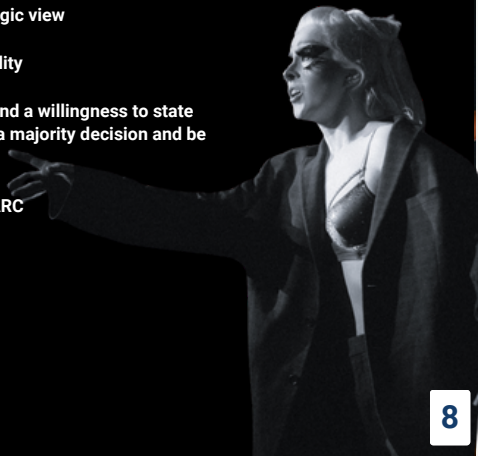
Purpose

ARC is a company limited by guarantee, and a registered charity. The Board of Trustees act as Directors of the Company, and are responsible for the running of the charity. Day to day responsibility for the organisation is delegated to the Chief Executive & Artistic Director, but the Board play an active role in setting ARC's strategic direction and in the governance and monitoring of ARC.

NB: The Board can co-opt people who have specific skills to join if necessary. Whatever skills each Trustee brings to the table they will be required to fulfil a full range of duties and responsibilities appropriate to the Board.

Each Trustee must have:

1. A commitment to ARC, and its aims and objectives
2. A commitment to the seven Nolan principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty, leadership
3. An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
4. A willingness to devote the necessary time and effort to their duties as an ARC Trustee
5. A preparedness to offer personal and business skills and experience to support the work of the staff when required
6. Good, independent judgement
8. An ability to think creatively and take a strategic view
9. An understanding of the need for confidentiality
10. The ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept as a majority decision and be tolerant of views of other people
11. A commitment to acting as a champion of ARC



Key Duties

1. Legal financial and fundraising duties

1.1 To ensure that ARC operates in accordance with Company and Charity Law. This includes the filing of statutory returns at Companies House, returns to the Charity Commission and the keeping of Company Registers.

1.2 To ensure the prudent financial management of ARC. To exercise financial control; to scrutinise quarterly statements of the financial position; to discuss and decide on annual budgets and to review and, if required, revise those budgets to ensure that ARC has adequate resources at all times. To decide on, and assist with, applications to funding bodies if required.

1.3 To ensure ARC keeps proper accounts, appoints external auditors and that audited accounts are produced annually and submitted to Companies House and funding bodies.

1.4 To ensure the payment of all taxes due to the Inland Revenue and Customs & Excise.

1.5 To appoint bankers and cheque signatories and to make clear decisions about spending powers delegated to staff.

1.6 To ensure that ARC's assets are safeguarded and are well managed and maintained.

1.7 To ensure that ARC is properly insured.

1.8. To support fundraising activities and events by providing access to networks, industry and personal contacts, and championing applications.

NB: Whilst the Trustees liability is normally limited to £1, Trustees should note that if the Company is not run within the limits of its financial resources, it is possible that they could be held personally liable for ARC's debts and disqualified from being a company director, if they are not seen to have acted prudently. It is therefore essential that Trustees are kept informed of ARC's financial position so that they can monitor ARC's ongoing financial situation.



2. Employment and HR Duties

NB: Trustees should note that the Board of Trustees is the employer of the staff.

2.1 To define ARC's employment policies, including equal opportunities, recruitment, pay, grievance and disciplinary, appraisal, sickness, expenses, holidays and training.

2.2 To recruit the Chief Executive & Creative Director; and to take part in decisions regarding the recruitment of senior staff.

2.3 To agree the job terms and conditions of employment for employees and to review levels of pay annually.

2.4 The Chair of the Board, or an appointed deputy, should act as the Chief Executive & Artistic Director's line manager in terms of support and appraisal and grievance and disciplinary procedures.

2.5 The Board is ultimately responsible for the health and safety of the building and must ensure the safe and efficient use of premises for both staff and the public.

3. Policy and Planning Duties

3.1 The Board develops and approves ARC's plans and policies, sets priorities and determines strategies for their implementation. In particular, the Board develops and approves ARC's Business Plan.

3.2 The Board should monitor all aspects of service delivery and policy implementation on a regular basis.

3.3 The Board should annually review all areas of policy and policy implementation documents and approve any appropriate revisions.



4. Advocacy Duties

- 4.1 To promote ARC, its activities and its needs to the private, public and voluntary sectors so as to enhance ARC's profile and assist with fundraising.
- 4.2 To act as a listening post in order to provide any information which may be of assistance to ARC.
- 4.3 To act as an enthusiastic ambassador for ARC at all times.

5. Management Duties

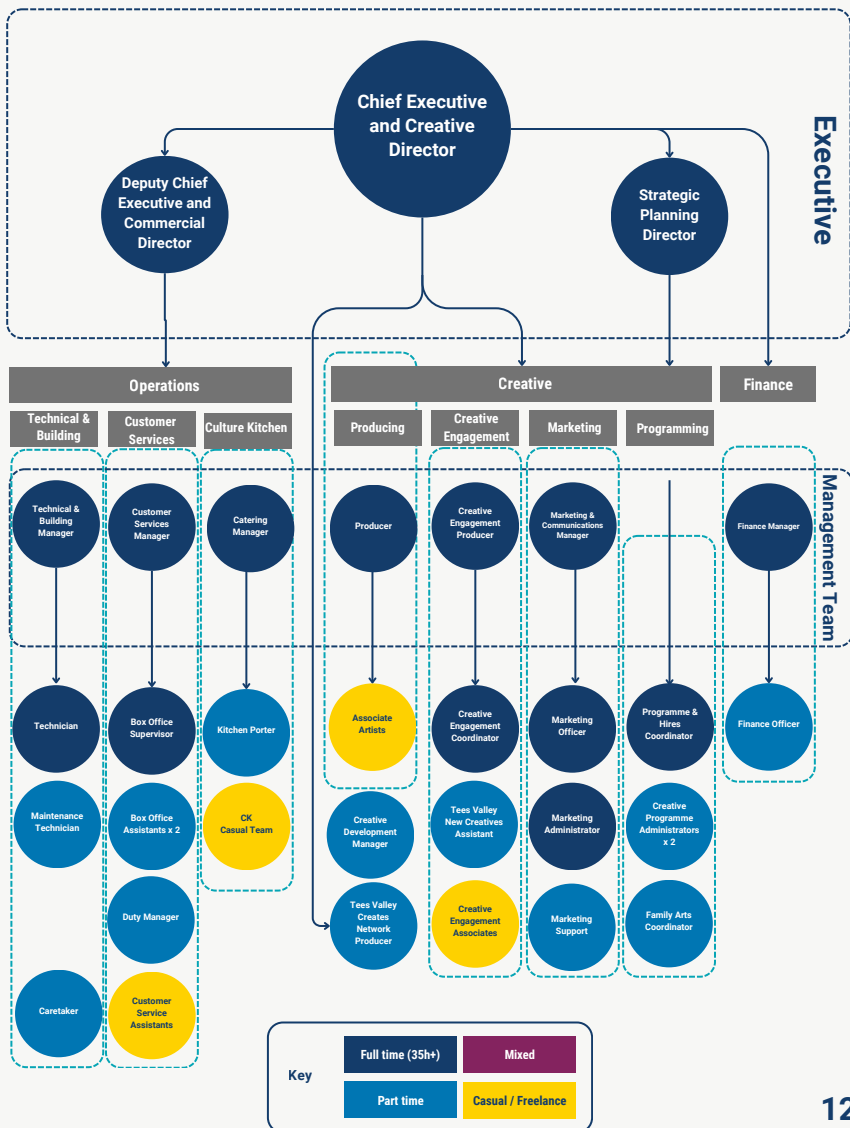
- 5.1 To establish a cycle of meetings with appropriate papers to service the Board efficiently.
- 5.2 To establish a system of communications and delegated decision making so that urgent decisions can be made and acted upon between Board meetings.
- 5.3 To appoint additional Trustees with specialist knowledge and skills as required.
- 5.4 To establish fixed-term working parties on specific issues if required.
- 5.5 To identify individual Board members to act as 'champions' for specific areas of activity on a fixed-term basis.

6. Attendance and Availability

- 6.1 At quarterly Board meetings or any emergency meetings.
- 6.2 At key ARC events and any other high profile opportunities where ARC's funders and stakeholders are likely to be present.
- 6.3 At working party meetings if a member.
- 6.4 To provide advice and support to the Chief Executive & Artistic Director, either by telephone or in person, if required.



ARC Staffing Structure





How to apply

Interested in joining?

If you are interested in joining ARC's Board and would like to speak to someone about this, please get in touch with:

Kate Craddock, Chair - kate@giftfestival.co.uk

Alexander Ferris, Chief Executive & Creative Director - alexander.ferris@arconline.co.uk

John McCann, Board member - jjmaccann@gmail.com

To Apply

To apply, you will need to send us:

A letter (no more than two pages) and CV or short video (no longer than 5 minutes) setting out your interest in the role and how you meet the person specification. A complete equality monitoring form - please click [here](#) to complete online (NB: this will not be used to assess the applications).

Please send these to recruitment@arconline.co.uk by 10am on Fri 31 Oct 2025. We will acknowledge safe receipt and all information will be treated confidentially.

Access Requirements

If you have any access requirements in terms of submitting an application or attending an interview, please contact recruitment@arconline.co.uk. We aim to meet everyone's access requirements.

If you need to submit your application in a different format (e.g. as a video, audio file or card copy), please let us know in advance so we can look out for it.

Selection Process



Shortlisting

Once the deadline has passed, all expressions of interest will be read by a panel of people including Kate Craddock, Chair of ARC's Board, Alexander Ferris, Chief Executive & Creative Director and one/two other Board members.

We will be looking for people who demonstrate they share ARC's values, meet the person specification, bring fresh perspectives and/or lived experiences, and complement the skills and experiences held by existing Board members.

We will invite people who best meet these criteria to meet with Kate, Alex and one/two other Board members throughout November to talk more about the role.

"For the first time, I feel like my voice is worth listening to. Thank you so much to Little Log and ARC for believing in me and supporting the development of my play, without which it would never have happened"
Alison Carr, disabled playwright



Data Protection

We are required to have a Candidate Privacy Policy to allow us to inform potential candidates of how ARC will collect, store and process their personal data submitted as part of the application process.

ARC will collect, store and process all data submitted as part of the recruitment process for this post in accordance with its responsibilities as the data controller as defined by the General Data Protection Regulation (GDPR).

The length of time that ARC retains submitted applications will depend on which stage of the recruitment process the candidate reaches.

- For candidates who are unsuccessful at the first stage ARC will retain submitted applications for the duration of the recruitment period of the named post.
- For candidates who attend an interview but are unsuccessful at this stage ARC will retain applications for a period of six months from the date that the candidate is informed that they have been unsuccessful.
- For successful candidates ARC will retain applications as part of their HR record in accordance with the terms set out in ARC's staff privacy policy.

ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR in order to be able to demonstrate that it operates a fair and transparent recruitment process in the event that a dispute arises.

ARC will retain submitted equality and diversity monitoring information indefinitely. This data is held as part of an anonymous record which ARC uses to monitor equality and diversity information about applications for advertised vacancies on a regular basis. ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR.

Candidates can object to ARC's processing of their data at any time. If you would like to submit an objection please contact recruitment@arconline.co.uk. ARC will respond to all objection requests within one calendar month as required by the GDPR.