



**YORKSHIRE ARTSPACE  
TRUSTEE APPLICATION PACK**



## JOIN OUR BOARD OF TRUSTEES

Established in 1977, Yorkshire Artspace (YAS) is a registered charity (1049370) and centre of creative production, providing quality, affordable studio space for over 170 creatives. It exists to find and nurture talented artists and makers in all their diversity, support their professional careers, and offer creative opportunities to people in Sheffield.

Established by art graduates, it was one of the first studio groups developed outside London. Since then, we've grown to become one of the largest and most established studio providers in the UK. Our talented and dedicated staff team delivers an artist development programme which offers exhibition opportunities, talks and feedback sessions, presence at fairs, and subsidised bridging studios for early career creatives.

Our community of creatives includes painters, metalsmiths, ceramicists, visual artists, furniture makers, sculptors, jewellers, fashion designers and more. A lot of our work is informed by consultation with our studio holders and members to deliver activity that responds to their collective needs and the needs of the city's population.

As a National Portfolio Organisation (NPO), we receive regular funding from Arts Council England to deliver our core mission. This enables us to programme artist development activity and create opportunities for the public to engage with art through exhibitions, workshops and our annual Open Studios event.

Find out more: [www.artspace.org.uk](http://www.artspace.org.uk)

We are now looking to recruit up to five additional Trustees to join the existing team of six, to fill gaps in skills and to better represent the diverse communities of Sheffield and Yorkshire. Diversity amongst our studio holders and audience is central to our cause; we believe that only with a diverse team will we enrich our knowledge base, decision-making and governance and therefore deliver this cause effectively.

We are looking for Trustees with experience, knowledge and skills in the following areas – we understand that you may bring more than one of the aspects we are looking for in terms of both skills and diversity:

- Working as an artist, in a studio community, and/or selling work commercially;
- Commerce and enterprise, e.g. development & management of creative space;
- HR, including equity, diversity and inclusion initiatives in any sector;
- Law and/or legal property matters;
- Finance, risk and accountancy within the charity sector.

## THE ROLE, RESPONSIBILITIES & DUTIES

Being on the board of YAS is enjoyable and rewarding. By joining, you will become part of a mutually supportive and ambitious creative community. It's likely to be demanding of your time, skills, knowledge and abilities. You will be supported by the Director and your fellow Trustees to ensure you feel equipped to support the charity

As a Trustee, you will be placed on the public register with Companies House as a non-executive Director of the company. You will also be listed as a Trustee of the charity with the Charities Commission.

The Board of Trustees is required to meet four times a year (in January, April, July and October). These quarterly meetings are held on Tuesday evenings with a usual start time of 5.15pm. Meetings are held in the Persistence Works meeting room or online as required. Papers are circulated by email a week before the Board Meeting. Minutes are checked by the Director and Chair before circulation to Board, Staff and Members.

In addition to quarterly Board Meetings, there is one Annual General Meeting per year, usually hosted in April. These meetings are about reporting back to our company membership about our progress over the previous year and our plans for the year ahead. At each AGM, three Trustees are required to stand for re-election, which is determined by a member vote. AGMs are usually hosted online via Zoom.

We have an annual Away Day, usually hosted in January. The Away Day provides an opportunity for Trustees to discuss strategy in detail. Away Days are usually hosted in Sheffield City Centre.

Additional time is needed for interim and sub-committee meetings. We also invite Trustees to attend exhibition openings and public events, share their expertise with space holders if appropriate, and act as ambassadors for YAS.

As a Trustee of a charitable company, you will not be entitled to receive any payment for the time you give but we are able to reimburse any reasonable out of pocket expenses properly incurred in the performance of your duties as a Trustee.

### **Your main responsibilities will be:**

- To play a vital role in making sure that YAS achieves its core purpose.
- Together with the Trustee team, you will oversee the overall strategic direction of the charity, ensuring that YAS has a clear strategy and that its work and goals are in line with the cause.

- Just as importantly, as a trustee you will support and challenge the executive team to enable the organisation to grow and thrive, to find, nurture and support talented artists and makers in all their diversity, support their professional careers, and offer creative opportunities to people in Sheffield.
- Trustees have a collective responsibility. This means that they should always act as a group and not as individuals.

**Your main duties will be:**

- Support and provide advice on YAS's purpose, vision, goals and activities.
- Foster a culture of inclusion and belonging and ensure strategic plans and activities deliver against our EDI policy.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee YAS's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve YAS's financial statements.
- Provide support and challenge to YAS's Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in YAS's operating environment.
- Contribute to regular reviews of YAS's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect YAS's interests, to the exclusion of their own personal and/or any third-party interests.

**Accountability**

As the Board of Trustees is responsible and liable for the governance and functioning of the charity, Trustees are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, and Companies House.

## HOW TO APPLY

If you would like to find out more about becoming a Trustee at YAS before making an application, please get in touch for an informal chat. You can contact YAS Director Georgina Kettlewell on [georgina@artspace.org.uk](mailto:georgina@artspace.org.uk) or 0114 276 1769.

If you wish to apply, please submit your application to Georgina in a format that works for you, for example in writing or a video.

Please describe your reasons for wanting to join our team of Trustees, what you would bring to the role and any relevant past experience.

**The deadline for applications is 12 noon on Monday 6 November 2023.**

We are committed to meeting any access support needs you might have including reasonable access support costs relating to care, travel expenses and translation or interpretation services.

## CURRENT TRUSTEES

Our Board of Trustees have valuable expertise in premises management, legal, marketing, communications, commercial operations, fundraising, learning and participation, artist development and finance management.



**Miranda Plowden** (Chair 2023/24)  
Business Development Director at SYHA



**Rachelle Rowbottom** (Treasurer)  
Partner at BHP LLP



**Eddie Coates-Madden**  
Head of Communications & Marketing at City of York Council



**Meghan Goodeve**  
Head of Artist Development at the Freelands Foundation



**Ceris Morris**  
Director of Fundraising at the University of Sheffield



**Kirsty Young**  
Head of Marketing & PR at Yorkshire Sculpture Park

## STAFF TEAM

YAS has three part-time and two full-time members of staff.



**Georgina Kettlewell**  
Director



**Anita Lloyd**  
Finance & Office Manager



**Dan Ogden**  
Business Development Manager



**Rachael Dodd**  
Programme Producer



**Tyler Mellins**  
Programme & Communications Officer

## COMPANY INFORMATION

Charity No. 1049370

Company Registration No. 03034923

### Address

Persistence Works, 21 Brown Street, Sheffield S1 2BS

Exchange Place Studios, Exchange Street, Sheffield S2 5TR

### Contact

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**Twitter:** @yartspace

**Facebook:** @YorkshireArtspace

**Instagram:** @yartspace



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