

Create London

Chair of the Board
Recruitment Pack 2021

Create London is looking for a new Chair for its Board of Trustees

Who we are

Create London is a charity that finds new ways for art and creative practice to positively impact civic and community life. We commission world-class art and architecture in the public realm and have a ten-year track-record of working in partnership with local authorities, arts institutions, communities, artists and architects.

Founded in 2011, we are a National Portfolio Organisation of Arts Council England and an Associate Partner of the Barbican. We began by leading the east London cultural programme for the 2012 Olympic Games, working across five London boroughs with national and international partners ranging from the BBC to local grassroots organisations and the Rio Carnival.

Over our ten-year history, our focus has shifted from temporary projects in east London to establishing long-term artist- and community-led initiatives across London and the UK. Since 2011 we have helped to set up ten new organisations that include an [adventure playground](#), a [community-minded art school](#), and London's leading [employability programme](#) for young people in the creative sector, and a year-long multi-disciplinary programme marking the centenary of Britain's largest social housing estate.

We work with artists, architects, communities, cultural and public institutions and local authorities, looking to develop projects that create lasting and sustainable benefits, and increase participation in creative practice, create jobs and support community growth.

Our work in policy underpins our practice and we have collaborated with the Universities of Edinburgh, Goldsmiths and Sheffield to commission [pioneering research](#) on inequalities in the UK cultural industry.

We are part of a growing international movement that seeks to expand what art can do and who it is for.

The next chapter for Create

After ten years, we are now taking the opportunity to reflect on our practice and move into new ways of working. Specifically, we are seeking to respond more directly to urgent calls for greater equality, diversity and inclusion in the arts sector. Our goal is to become a charity that champions equality in all forms and to see our board, our team and the artists we commission more closely reflect the diversity of the communities we work with.

In 2021, we open one of our most ambitious projects to date – a new building in Barking that will provide affordable and secure accommodation for 12 artists' households, studio space and a community hall run by the residents. 5 years in the making, this is a pioneering project that will embed artists into a local neighbourhood for the long term - and is something we are keen to see replicated and expanded in London and across the UK. We are also working on a £1.2m project to mark the centenary of the UK's largest housing estate, the Becontree Estate, and more major projects in development. The new Chair will take an active role in shaping a new 5-year plan as we respond to the fast changing cultural and economic landscape that the last twelve months has brought about. As part of this process of renewal is the opportunity for the Chair to work with the Nominations Committee to help re-shape our board, filling four board vacancies as founding trustees reach the end of their terms later this year.

Who we are looking for

Create is looking for an exceptional individual to lead the organisation as Chair of the Board. The ideal candidate will already have charity experience at Board, senior executive or Director level, a full understanding of the requirements required for good governance, excellent relationship building skills and a passion for the arts.

As Chair, you will work closely with the Executive Team and fellow Trustees to develop the business plan to ensure that Create continues to thrive and produce ambitious new art and arts infrastructure that positively impacts civic and community life.

Current Trustees

David Bailey, CBE
 Maha El Dimachki
 Councillor Paul Douglas
 Councillor Denise Jones
 Caroline McGinn
 Claude Moraes OBE
 Leslie Morphy, OBE (Chair of Nominations Committee)
 Councillor Guy Nicholson (Interim Chair)
 Henry Ritchotte (Treasurer)
 Leader of the Council Darren Rodwell
 Andrea Sullivan
 Bernice Vanier

Role Description

Objectives

Create's Chair leads the Board of Trustees, setting the strategic direction for the organisation and ensuring that the Board fulfils all its responsibilities as a registered charity and as a company with limited liability. The chair oversees the effectiveness of the Board ensuring that its structures best support its strategy and that its members have an appropriate mix of skills and experience.

Our chair will need to lead and embrace action, including in our own organisation, to confront the inequality in the arts sector where just 2.5% of cultural workers in the UK are people of colour and where social class remains a strong determinant of participation.

The Chair will ensure that all members of the Board are involved in key decision-making processes and that individual Board members work to their strengths in the interest of Create.

They will also ensure that the executive team are properly supported and that the relationship with the leadership team is positive and dynamic.

The management and development of relationships with Create's stakeholders is critical for Create's future and the chair will play a major role in supporting this.

The board meets four times a year either in person or remotely, as well as working with other board members and the senior team on sub-committees.

Key Responsibilities

Leadership

- Provide leadership and direction to the board, creating clear expectations in relation to Create's mission, values and resources;
- With fellow trustees, oversee the development of long- and short-term objectives and priorities for the organisation that reflect its values and meet the needs of communities, artists and stakeholders;
- Lead the board on monitoring performance, interrogating output and outcomes as required.

Board Governance

- Chair quarterly meetings of Trustees ensuring that the Board functions effectively, interacts with the executive team as appropriate and fulfils all of its duties;
- Ensure that Create operates in accordance with UK Law, particularly English Company and Charity Law and its own governing documents;
- With the Directors, ensure Board papers are prepared and circulated in a timely manner and actively participate in the discussions of the Board;
- Declare any conflicts of interest as they arise and at board meetings, and ensure other board members do the same;
- With the Treasurer and Finance subcommittee, ensure prudent financial management and approve the annual accounts, risk register and reserves policies;
- Lead discussion to approve the business plan and other key planning documents as prepared by the Directors;
- With the Directors, review the composition of the Board's sub-committees annually and serve as member of Board sub-committees as appropriate;
- Take decisions in conjunction with the Board, between Board meetings where necessary and within parameters agreed with the Board;
- Arrange for another Board member to chair meetings in your absence.

Board Development

- In consultation with the Vice-Chair, periodically consult with Board members on their roles, assess their performance and attendance at meetings and ensure an annual skills audit is completed;

- Ensure that the Board addresses governance matters in relation to its own structure, role, and relationship to management;
- Work with the Board Nominations Subcommittee to ensure continuous renewal of Board membership and support the recruitment of new Board members in relation to the organisation's skills audit;
- Respond to any concerns from the Directors in regard to the role of the Board or individual trustees. Work with the Directors to respond to the concerns of the Board.

Directors

- Act as Line Manager to Create's Executive Leadership and agree annual objectives which should be monitored throughout the year through regular contact meetings and annual appraisals;
- Provide support and advice to the Directors on a regular basis;
- Discuss with the Directors their remuneration;
- Manage any grievance and disciplinary procedures, if required;
- Manage the recruitment of the Directors if required.

Communications and advocacy

- With the board and executive team, build and enhance relationships with funders, stakeholders and partners;
- Act as ambassador and spokesperson for the charity, where appropriate and agreed with the board and Directors, to help raise the profile of Create;
- Communicate on behalf of Create with potential partners and funders and other contacts who may help to support the work of the charity;
- Make every effort to see Create's work, attend events and encourage other Board members to do the same;
- Actively work to enhance Create's reputation and profile;
- Foster a positive working relationship among members of the board and Create staff.

Term

The chair is appointed for a term of three years, which can be renewed up to maximum of nine years.

Person specification:

- Commitment to Create's mission and values;
- The ability to navigate decision-making in national, regional and local government;
- The ability to steer the organisation through decision making structures in the arts sector;
- A demonstrable commitment to equality, diversity and inclusion and willingness to take action to ensure the board reflects the diversity of the people we work with;
- Understanding of institutional and philanthropic funding sources;
- Connections to/reputation in the creative industries;
- A skillful communicator and listener;
- The ability to understand and digest complex information, including financial;
- An appetite for change and for reshaping a relatively young organisation.

The preferred candidate could come from any sector. Some previous experience within a not-for-profit environment as a chair, senior executive, trustee or a non-executive director is desirable. We are committed to increasing the representation of Black and minoritized people across our organisation. We therefore particularly welcome applications from people in these under-represented groups.

How to apply

To apply, please send an expression of interest and CV to trustees@createlondon.org

Your expression of interest should detail your interest in the role and reasons for applying, as well as highlighting your particular skills and experiences in relation to the person specification, and how you would act as an advocate for Create.

We invite applications by 12 noon Monday 28 June 2021. Applications received after this time will not be considered.

If you would like to know more about this opportunity, please contact Leslie Morphy, chair of Board Nominations Committee via sorrel@createlondon.org (with the subject line 'Chair of the Board application query') in advance of the application deadline.

If you would rather submit a video or audio file application, please contact the Office Manager by emailing sarah@createlondon.org

email. Your application will need to include the same details as required by the online submission.

Shortlisted prospective candidates will be invited to interview with a small group of Trustees and the Directors in Summer 2021, with a view to taking up the role in Autumn 2021.

If you require this information in a different format, please get in touch sarah@createlondon.org

Create
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