

# AHI Trustee Recruitment Pack

Thank you for your interest in becoming an Arts and Homelessness International Trustee.

Please find below information on Arts and Homelessness International – including our mission, aims, values, work areas plus a description of the trustee role and its person specification.

We are looking to recruit three Trustees, specifically with applications from people who possess the following characteristics and expertise:

1. Personal experience of homelessness
2. Black, Asian or person of colour
3. International working or experience, especially in the Global South
4. Legal Expertise
5. Fundraising
6. Cultural Spaces

This is to encourage a Board that is representative enough of the communities we serve and recognises that greater diversity of backgrounds and perspectives will strengthen the Board's role going forward.

At AHI our board aspires to be an inclusive, curious and active team. We work to support one another, as well as the staff and the wider network of Arts and Homelessness International to take on issues of social justice. From a foundation of collaboration and challenge, we hope to both support the organisation and the wider international network to thrive.

The application process for the Trustee role is included at the end of this pack.

If you would like to discuss this role before applying then please contact:

Matt Peacock, Director, Arts and Homelessness International:  
[matt@artshomelessint.com](mailto:matt@artshomelessint.com), or 07572781887. Beth Knowles, Chair of Trustees, Arts and Homelessness International: [beth.m.knowles@gmail.com](mailto:beth.m.knowles@gmail.com)



## About AHI

### Mission

Arts & Homelessness International works to bring positive change to people, projects and policy in the homelessness community through arts and creativity.

### Aims

- To connect people from the arts and homelessness community around the world;
- To strengthen the arts and homelessness community around the world;
- To advocate for the role of the arts in the homeless community around the world.

### Values

Equity – co-production runs through everything we do. We will always have at least 50% representation of people who are, or have been, homeless on our board and staff.

Creativity – our work is about creativity; from the way we run meetings to the events we hold.

Openness – we are open, generous and kind. All of our materials are accessible, clear and jargon-free. We go the extra mile.

## Why become a Trustee?

Some of the benefits of becoming a Trustee include:

1. The chance to make a difference
2. To support a cause close to your heart or personal experience
3. To learn new skills
4. To network and meet new people

In addition, Trustees are able to claim back expenses for any out-of-pocket

costs, such as travel to board meetings.

## The Trustee role

Charity Trustees are ultimately responsible for the oversight of the running of a charity and exercise their role collectively. Their duties are set out in the Charity Commission document “[The Essential Trustee](#)” and all Trustees are expected to read this document as part of their induction. The role of the Trustee is set in the context of Arts and Homelessness International’s approach to the Charity Governance Code and shared with all Trustees.

All Trustees take part in an induction process that includes talking through key documents and identifying areas for learning and skill development in addition to opportunities to meet with staff and Trustees. Training can be provided to help with any learning and skill development.

### The primary aspects of the role of a Trustee role are as follows:

1. The Trustees are responsible for ensuring that the organisation meets its objectives and complies with charity law.
2. The Trustees are responsible for ensuring that organisations resources are used responsibly and that there is good financial control and accountability for use of money. They are assisted in this oversight by the Treasurer and the Director.
3. The Trustees regularly review major risks and opportunities and manage any conflicts of interest.
4. The Trustees act in partnership with the Director and the senior management team. The Trustees have a responsibility of oversight and challenge when necessary but should also offer support in any way they can, with the guidance of the Chair as necessary.
5. Trustees are expected to attend four Board meetings a year (two hours in length), an annual away day and meetings of any committee of which they are a member, having read the relevant papers beforehand. They are also expected to respond

promptly when possible to email and telephone communication from the Chair, Director, senior management team members and other Trustees.

6. Trustees should be effective advocates for the charity and sometimes may be asked to represent it at external events.

If you want to understand more have a look at the Charity Commission website:

[The essential trustee: What you need to know, What you need to do](#)

Trustees need to:

1. be committed to the mission and values of the organisation;
2. be constructive, open and respectful about other Trustees' opinions in discussions, and in response to staff members' and volunteers' contributions at meetings and when carrying out any other related Trustee responsibilities;
3. be able to maintain confidentiality on sensitive and confidential information;
4. be able to make collective decisions and stand by them;
5. be able to respect boundaries between executive and governance functions.

### Summary of time commitment

1. Four (two hour) Board meetings and an away day (around December) a year.
2. Attendance at events and other meetings (typically about four times a year).
3. Capacity to respond to emails promptly, generally within a day or two.

## Person specification

- Wholehearted commitment to the aims and values of the organisation.
- Willingness to devote the necessary time and effort and add value to the organisation where possible.
- Able to get on well with people at all levels, including volunteers, the Board, the Director and other staff, and external organisations where relevant to the trustee role.
- Commitment to fairness and promoting equality and inclusion.

- Thoughtful and good listener and excited to learn from others.

As noted in the introduction, we are recruiting for three trustees and specifically looking for applications from people with at least one of the following characteristics, skills or expertise:

- Personal experience of homelessness
- Black, Asian or person of colour
- International working or experience, especially in the Global South
- Legal Expertise
- Fundraising
- Cultural Spaces

This recognises that our Board is not currently representative enough of the population groups we serve, and that a greater diversity of backgrounds and perspectives will strengthen the Board's role going forward.

## Application process

### 1. Application

To make an application, please submit your **CV** along with a **word document/pdf** or **video file** that answers the following question:

- a. Why would you like to be a Trustee for Arts and Homelessness International?
- b. What would you hope to gain?
- c. What would you hope to offer?

Answers to the questions should be no more than 300 words per question. Alternatively, we are happy to receive video statements if preferred (answering the questions as stated above with a recommendation of no more than five minutes long in total for all three questions).

The deadline is: **30th September 2021**



Please submit by email to [samra@artshomelessint.com](mailto:samra@artshomelessint.com)

## 2. Interviews

**Interviews to be held during the fourth week of October 2021.**

Candidates will be notified if they have been invited to interview by email, when you apply, please let us know if there is an alternative method of contact you would prefer.

## 3. Pre-employment checks

Two references will be taken up before a trustee offer is made. Please include reference details in your application. These could be someone who has known you in a professional capacity for at least two years. We will not contact any referees before the interview and only after you grant consent.

Many thanks for taking the time to consider this role and we hope you will consider applying.