

Prism Arts Trustee Role Description

Registered Charity Number 1159797



Prism Arts are looking for new Trustees who are passionate about inclusive arts to join our fantastic organisation.

As a Trustee, you will play a vital role in shaping the future and direction of the charity, which is entering into an exciting new stage of its development. We are looking for forward-thinking and enthusiastic Trustees who will bring a diverse range of experiences to the team and who are passionate about the arts and supporting equality of access.

About Prism Arts

Prism Arts is a vital charity based in the heart of Carlisle, Cumbria.

Founded in 1987 by a group of artists developing opportunities for excluded people, Prism Arts is now a leading inclusive-arts charity that provides creative opportunities for young people and adults with learning disabilities, autism, or additional needs every year.

In the last year, we helped more than 2,800 individuals define their own goals and ambitions through a series of creative projects across a range of artforms, leading to a growth in independence, confidence, and improved wellbeing.

Our Vision

Art Without Barriers

Our Mission

We create spaces that empower people with learning disabilities or autism to make excellent art, allowing them to drive their own creative journey as artists, leaders, and advocates for change.

Our Values

*Ambitious Community Passionate Creative
Respectful Collaborative*

Now is an exciting time to join Prism Arts. We have recently launched a three-year strategy - **Art Without Barriers** - which will combine organisational development with the delivery of strategic projects that reach even more people in need and do more to support our communities. The Arts Without Barriers strategy will better engage individuals with learning disabilities and autism from across Cumbria, providing them with meaningful progression routes that use artistic tools to build essential skills and relationships for life.

Our Team

At the heart of Prism's success, you'll find a committed and dedicated team who work tirelessly to bring joy to the lives of others through arts projects. We are all passionate about our work and believe that arts should benefit everyone in the community.



Our work is led by an executive team (spearheaded by Catherine Coulthard, the Creative Strategic Director) who are experts in inclusive arts and is supported by a team of freelancers providing specialist insight and skills, as well as a Board of Trustees who collectively bring expertise in inclusivity, the arts and charity sectors, strategy, and the local community.

The Board is currently comprised of four Trustees, who have experience in further education, business, and research:

- **Dr Ian Chapman (Chair):** Academic, University of Cumbria
- **Sonny Smith (Treasurer):** Director at Always Another Way CIC
- **Vincent Walden:** Director and Graphic Designer at Studio Walden
- **Sarah McGrath:** Principal of Carlisle College

To find out more about us, please visit [our website](#).

Your Role as a Trustee

We are currently recruiting for Trustees to join our board who share this vision to invest in the future of inclusive arts and to help us to deliver our new strategy, Arts Without Barriers. We are particularly looking for Trustees who have:

- Lived experience similar to those we support such as having a learning disability and / or autism.
- Experience of inclusive arts or cultural engagement activities.
- Experience of community engagement initiatives and partnerships.
- Experience in fundraising with specific experience in partnerships and strategic fundraising.

Please note that if you do not have experience in the above specialisms, we are still very interested in hearing about how you could benefit our charity.

Main Duties and Responsibilities

All Trustees will have a core set of principle duties and responsibilities:

General Responsibilities:

- To oversee and support the development and direction of Prism Arts, setting out the overall policy, and setting targets and evaluating performance against agreed targets.
- To ensure that the Prism pursues its core objectives as defined in our governance document and articles of association and shows a continued commitment to the vision and mission.
- To understand and be committed to the [Social Model of Disability](#) (training can be given in this area if necessary).

Time Commitment:

- Trustees will meet **quarterly** for a 2-hour meeting and will be sent relevant documents (including easy read and accessible formats) at least 2 weeks in advance.
- Trustees may have responsibilities in addition to this, such as to comment on a document, to be available for further meetings or to engage in events and performances held by the charity.
- On average the monthly commitment may be between 1 - 3 hours.

Attending AGM and Board Meetings:

- To attend the Annual General Meeting (AGM) and board meetings as required and give notice of apologies if you are unable to attend a board meeting.
- To contribute effectively to the charity by reading relevant paperwork and Board reports in advance of meetings and sharing agenda items at least two weeks in advance of meetings.
- To attend sub-committee meetings where your specialist expertise and knowledge can benefit and support the staff team in delivery of the programme. An example of this is our Finance Committee, which is attended by the Treasurer, Finance Manager and Director. Some Trustees are also currently supporting the development of a new Advisory Group.

Recruitment and Support of Prism Arts Staff:

- To approve the recruitment of Prism Arts employees. Board members may be asked to attend interviews, as agreed at board meetings or requested by the Chair.
- To offer existing skills and knowledge in order to develop and grow the organisation.

Budget Management:

- To approve the budget on an annual basis and oversee the financial health of the organisation.
- To contribute to the charity's Strategic Fundraising Plan and support the charity with its fundraising endeavours.

Please note that trustees cannot be paid for their work as a trustee, nor can they be employees of the organisation. Trustees may be paid by Prism Arts to undertake work which is outside the role of a Trustee and does not involve them in becoming a direct employee.

In return, Prism Arts agrees to the following responsibilities towards Trustees:

- To send out minutes, agendas and reports in a timely fashion.
- To respond to any queries from Trustees within two weeks.
- To invite Trustees to performances and workshops.
- To reimburse Trustees for any travel expenses incurred whilst on Prism Arts business.
- To ensure that Trustee Indemnity Insurance is in place.

Who are we looking for?

We are looking for forward-thinking and enthusiastic Trustees who have relevant experience and a desire to help. We are particularly looking for Trustees with lived experience of disability, who have a strong sense of community and who are passionate about the arts and supporting equality of access.

The successful candidate will bring a diverse range of experiences and skills, which may include:

- Being passionate about inclusivity and making a difference to those with learning disabilities and autism using art and culture
- Being able to display strong leadership skills
- Understanding the local community and area in which Prism Arts operates
- An ability to work as part of a team, whilst also showing strong independent judgement
- The ability to give constructive feedback and to challenge other board members and the charity
- Be willing to take collective responsibility for the governance of our charity

As part of our commitment to equality, Prism Arts wants to ensure that the Board reflects its ambition to be an inclusive and diverse organisation and to be representative of the communities we serve. We therefore welcome applications from individuals of all backgrounds.

The deadline for applications is 14th December 2022. Interviews will take place from the 9th January 2022. To apply, please send a one-page covering letter, your CV and a completed Trustee Skills and Equal Opportunities Form to office@prismarts.org.uk.



This is a fantastic opportunity to be a part of an organisation making a real difference in Cumbria and beyond, and to play an active role in the future direction of the charity.

Website: <https://www.prismarts.org.uk/support-us/>

Email: office@prismarts.org.uk

Address: Prism Arts, Central Methodist Hall, 5 Market Street, Carlisle, CA3 8QJ

Tel: 01228 587691

Registered Charity No. 1159797 (England & Wales)