

## **We're looking for new trustees!**



**Deadline for applications: Thursday 2 December, 11.59pm**

Interviews will take place on Zoom on Wednesday 15 December

The Board of Project Space Leeds (The Tetley) is seeking up to four trustees to join the Board and help the charity achieve its vision; to be a pioneering centre for contemporary art. This is an unpaid, voluntary position, but travel and any access costs can be reimbursed. Meetings are currently taking place virtually.

### **About The Tetley**

The Tetley is located in the stunning art deco headquarters of the former Tetley Brewery, and is at the heart of the major South Bank development in Leeds. Over the next few years the South Bank will be transformed, doubling the size of Leeds' city centre and creating a new park and community living and working around The Tetley.

The Tetley has already developed an impressive track record in its first eight years, with Turner-prize winning exhibitions, exceptional participation work with young people and communities in Leeds and earns a significant proportion of its income. As a part of the Board, new trustees will contribute to shaping the next chapter of The Tetley's history.

For the purposes of this brief, 'The Tetley' and 'the organisation' refer to Project Space Leeds (known as PSL) a registered charity and company limited by guarantee.

## What does a trustee do?

As a trustee you:

- Give overall governance to The Tetley, setting the direction and overseeing its activities
- Ensure The Tetley is always working towards its charitable objectives outlined in its governing document
- Advocate for The Tetley's vision, mission and values internally and externally
- Promote and enable equity and diversity.

You will do this by being:

- Committed to The Tetley and its purpose
- Prepared to make strong and constructive recommendations, and willing to speak your mind
- Available to staff for advice and enquiries on an ad hoc basis
- Able to give the necessary time to being an effective trustee (i.e. attending quarterly Board meetings, participating in sub-committees and attending major events – between 6-12 days commitment per year).

You do not need any prior experience of being a trustee, The Tetley provides a full induction for every new trustee.

Trustees are not paid for their time, but we are able to reimburse trustees for expenses incurred in traveling to attend Board meetings, for any access needs and/or childcare, or care of other dependants, while attending meetings.

Board meetings are currently taking place virtually and we will continue to offer virtual means of joining meetings in the future.

Trustees are appointed for an initial term of 3 years. The maximum term for trustees is 6 years.

## Skills and Diversity Priorities

The Tetley recognises, respects and values people's differences. We aim to create a workplace where diversity is valued and conditions support an individual's needs, where we devise and deliver a programme that champions diverse voices and which supports individuals who may have faced barriers to developing their creative practice and where we work to transform inequities in our sector and in the communities we serve.

We understand that if The Tetley is to achieve these goals, our staff, trustees and the practitioners we work with need to reflect the diversity of Leeds, and to understand the interests and cultures of the individuals and communities who live here. We publish the diversity of our Board and our equity statement on our website, both can be read in [full here](#).

In accordance with our skills audit, we are particularly seeking trustees with the following skills and experience:

- Accountancy and audit – professionally qualified accountant to lead audit committee
- Capital development
- Connections to communities in Leeds

- Environmental sustainability
- Commercial skills (particularly food & beverage, events, retail) – to sit on the board of our trading subsidiary

Our diversity survey has identified that the following sections of society are currently underrepresented on The Tetley's Board of trustees:

- LGBTQ+
- Disabled
- D/deaf
- and/or Asian or British Asian.

We therefore particularly encourage applications from people in these groups.

## Support and Access

We are committed to making our opportunities accessible to all and supporting those facing barriers to apply or to become a trustee. If you would like to have an informal conversation about the role and any access requirements – please contact [bryony.bond@thetetley.org](mailto:bryony.bond@thetetley.org).

We will also work with each appointed trustee on an [access 'rider' document](#) in order to outline and address any access requirements.

## Application Process

Please send an email to [recruitment@thetetley.org](mailto:recruitment@thetetley.org) or by post to Recruitment, The Tetley, Hunslet Road, Leeds LS10 1JQ. We also accept audio or video files.

Please include the following information:

- A cover letter of no more than two sides of A4 or 4 minutes long, outlining why you would like to be a trustee at The Tetley and how your skills and experience meet what we are seeking
- A CV of no more than two sides of A4

Please also complete the Equal Opportunities form. This information will be recorded anonymously and will be held separately from your proposal and play no part in the selection process. Please complete the [equal opportunities form online](#) by the deadline date.

The closing date is 11.59pm on Thursday 2 December.

## Selection Process

Applications will be scored against how the applicant meets our required skills & experience (see above). The Board's appointed selection panel comprises of four trustees:

- Dawn Cameron
- Sarah Netherwood
- Griselda Pollock
- Jonathan Straight

Shortlisted candidates will be invited for an informal interview by the above panel on Zoom on Wednesday 15 December.

We hope to invite potential trustees to attend a Board meeting in February 2022.