

LIVE & LOCAL

Board Member Recruitment Pack

Photo Credit: Noble Jacks - Noble Jacks in Concert



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**ARTS COUNCIL
ENGLAND**

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“ We are able to bring a wide variety of events and music from around the world that our community would not have access to otherwise. That's why we love Live & Local! ”

- Community Promoter





Welcome

**From Rob Wilkinson (Live & Local Chair) and
John Laidlaw MBE (Live & Local Executive
Director)**

Thank you for your interest in the role as a Director on our Board of Management. Live & Local wants to benefit from a diversity of knowledge, skills, experience, and background and we value fresh perspectives and new ideas as well as experience.

You don't have to have been a Director before and if needed we will support you through training and mentoring. Please read on to find out more about our history and work, along with what it means to be a Director. If you are still interested there is information at the end about what to do next.

Rob and John.

About Us

In thirty years, Live & Local has grown from a pilot project in Warwickshire into a confident and effective broker for a wide range of arts activities across **Warwickshire, Staffordshire, Worcestershire, Leicestershire, Derbyshire, Nottinghamshire and Lincolnshire.**



About Us

The organisation contributes to the quality of life within participating communities by supporting arts activities in partnership with voluntary led organisations. Our success stems from partnerships with the participating communities and working with professional artists and a widely skilled staff team and Board.

Live & Local's greatest asset is a network of over **300 voluntary groups** from a wide range of rural and other communities across the East and West Midlands, without whose support this activity would not happen as it is the communities who choose and run the activities.

We are a team of fifteen arts professionals based at our office in Warwick with remote workers across the East and West Midlands.

We work with a range of funders and other partners to identify development opportunities that meet their local, regional or national strategies including 35 local authorities. As a result, Live & Local is designated as a key provider within the arts policies of several of these authorities and is a **National Portfolio Organisation (NPO)** of the **Arts Council England (ACE)**.

Our Work

Live Performances

A high quality professional performing arts programme (indoors and outdoors) in partnership with voluntary led organisations which between them programme 350+ live events per year. [Click here for more info.](#)

Film Screenings

Film screening programme in partnership with voluntary led organisations that covers Warwickshire, Staffordshire and Rushcliffe. This is now a network of approximately 35 community run venues, which programme about 250 screenings per year. Our film program also includes an annual Big Picture Film Festival, currently running out of Stratford Upon Avon. [Click here for more info.](#)

Live & Local - LivingRoom

Creative participation projects involving micro-commissions twinning artists with communities to create bespoke performances and artworks. [Click here for more Info.](#)

DART

Developing Artists for Rural Touring. This is an initiative supporting emerging professional artists, artists new to rural touring, and the development of new work for rural touring networks and audiences. [Click here for more info.](#)

Rural Hub Towns Initiative

A new ACE funded programme for five rural hub towns and their rural hinterland located in Levelling Up For Culture Places that brings people, places and arts together using similar 'place based' model to Creative People & Places projects. [Click here for more info.](#)



**"It's a pleasure
to see Artists of
this calibre in
local venues."**

- Audience Member

Governance & Funding



Photo Credit: Lila Dance - Fault Lines

Governance

Live & Local is a not-for-profit Company Limited by Guarantee. It is not a Charity. It has a voluntary Board of Directors which is drawn from funders, staff, users and artists involved with the organisation's activities.

The Company does not have shareholders, but instead has Members who act as guarantors. The guarantors give an undertaking to contribute a nominal amount (£1) in the event of the winding up of the Company.

The Board meets at least four times per year to provide an oversight, guidance on strategy and financial management. Arts Council England are observers. It has four standing sub-committees relating to specific parts of our delivery as a National Portfolio Organisation.

Funding

Live & Local is funded by a mix of local, regional and national bodies. We are a National Portfolio Organisation (NPO) of the Arts Council England (ACE) for at least up until 2027, having gained a substantial uplift for the current investment period for our Rural Hub Towns initiative.

We are also funded by County Councils and District and Borough councils. This income is in the form of grants with service level agreements. We also raise income as fees generated from the live shows and film screenings.

We receive occasional project funding from the British Film Institute (BFI) and we also run a Friends Scheme.

Being a Director



Photo Credit: Miranda Prag - An Attempt to Lose Time

Being a Director

The Board has overall responsibility for the management of the organisation. They do not deliver the day to day work of an organisation; rather they set the overall direction, approve budgets and support staff by talking through new ideas and progress against existing plans.

Your role as a Director you would be:

- Meet as part of the Board four times per year.
- Make sure that we deliver our purpose, as defined in the governing document, by working with the rest of the Board and staff to develop and agree a long-term strategy to conduct its vision.
- Ensure that the organisation complies with all relevant legislation or regulations.
- Ensure the effective and efficient governance of the organisation, including having appropriate policies and procedures in place, and review those regularly.
- Sit on one or more of the four standing sub-committees that meet 2-4 times per year.
- Attend Live & Local events and non-Board meetings on an occasional basis to support and understand the organisation's work.

The Board's Role can be defined under three main areas, decisions, assurance and support.

Decisions

- Strategic aims and objectives
- Staffing relating to CEO & overall establishment
- Business Plan and annual budget sign off
- Governance
- Company risk management

Assurance

- Arts Council England Investment Principles
- Company Key performance indicators (KPIs)
- Legal compliance
- Health & Safety
- Business Plan monitoring
- Management accounts

Support

- To act as ambassadors and advocates
- To promote the company
- To act as a listening post to provide information



Person Specification

These items are in no particular order. Some are essential for all Directors. Some we are looking to include among the Board as a whole, so you may just have one or two of them. You may also have additional strengths that we haven't mentioned. We would be interested to hear about them.

- Passion for the arts and power of creativity in communities.
- Enthusiasm for the work of the organisation.
- A commitment to carry out the duties of a Board member.
- Ability to work as a member of a team and a willingness to state personal convictions, and equally, to accept a majority decision and be tolerant of the views of others.
- The willingness to deal openly with staff and colleagues when pleased or displeased about an issue.
- Prepared to offer personal and business skills and experience to support the work of the organisation.
- A high level of personal integrity and discretion.
- Experience of governing or involvement with a similar organisation.
- Experience of running a business or organisation.
- Ability to absorb verbal, written information and financial information.
- Ability to think innovatively and creatively.
- Ability to evaluate organisational risk.
- Good communication skills.

Support

Photo Credit: Quick Duck Theatre - Confetti



Support

We can provide an induction tailored to your requirements. This will include a full introduction to Live & Local. Also, a programme of training and mentorship for first-time Directors and refresher training as necessary.

All meetings are conducted in an inclusive way, for example with options for online captioning and regular rest breaks. Specific adjustments for communication, such as interpretation or support to understand written documents, can be provided.

Remuneration

The role is a voluntary one, however Directors are reimbursed for travel expenses to attend Board meetings and other eligible Live & Local activities.

Other Information

You can find out more about the role and responsibilities of a Director by reading [these resources](#).

“ Rural touring is where the liveliest gigs happen, where the warmest friendships are made. ”

- The Guardian

A woman with long dark hair, wearing a blue long-sleeved top and a necklace, is playing a violin. She is looking down at the instrument. The background is a solid blue color with some faint, out-of-focus lights. The word "Apply" is written in large white letters on the right side of the image.

Apply

How to Apply

If you would like an initial informal conversation with the Live & Local's Executive Director or the Chair of the Board in advance of applying, please email:

john@liveandlocal.org.uk

We would then request a formal Expression of Interest which can be supplied in various formats:

- Via our online Expression of Interest form at [Live & Local - Board Director Application \(liveandlocal.org.uk\)](https://liveandlocal.org.uk)
- Or a written CV and a short explanation of what you would bring to the Board and how you match the role description and person specification.
- Or a Video – via YouTube (Unlisted Link)
- Or an Audio version – via a sound file

Please submit any of the above to **john@liveandlocal.org.uk**, putting 'Director Application' in the subject line.

In person interviews will take place on a date and time agreed with candidates.

If there is anything we can do to make the process more accessible or inclusive for you, please contact **john@liveandlocal.org.uk**

Surprising Shows in Surprising Places

**"Rural touring is where the liveliest gigs happen,
where the warmest friendships are made."**

The Guardian

LIVE
&LOCAL

www.liveandlocal.org.uk



All Images in this document courtesy of companies
selected for our 2024 / 25 Season.

Live & Local Ltd - Board Recruitment Pack 2024.
Company Registration No: 2955922

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This is the end of the Live & Local - Board Recruitment Pack 2024.
Thank you for listening.

