

Recruitment of a Treasurer for The Atkinson Development Trust

Deadline for applications: 1pm, Monday 2 July 2018

About us

The Atkinson Development Trust is a charity run by a small, committed group of skilled volunteers who have a shared love of Sefton and The Atkinson. Established in 2015, we're still growing and developing. Our aim, in short, is to raise money. What interests us is what we can do with the funds we raise.

We all believe in the transformative power of art. And we believe that communities thrive best when they have civic pride and a sense of place. So the Trust was established to work in partnership with The Atkinson to use its collections to make a positive impact on local people's lives.

The Atkinson is the council-owned arts centre which serves the borough of Sefton. It's a handsome Grade II listed building, prominent on Lord Street in the heart of Southport. After significant capital investment, it's the cultural jewel in Sefton's crown.

The staff at The Atkinson do brilliant, inspiring work with different groups and communities, sometimes working intensively with just a small number of people, but in a way that makes a big impact on their lives. This is costly, but we think it really matters: the projects we support work with some of the most vulnerable and under-served people in this community. Our role is to raise money from individuals, businesses and funding bodies who also think that this work matters. We do this through one-off fundraising events and small actions, ongoing relationships with donors, and bids to trusts and foundations.

From loose change to large gifts, we collaborate with The Atkinson to make people's donations work really hard. We use the money in different ways. Sometimes we provide a small amount of money as leverage to bid for a much bigger amount from a funder. Sometimes we contribute directly to fund specific projects, or we might help purchase a new acquisition if it unlocks an exciting opportunity for a larger project.

How we work

We meet monthly, for 2 hours, usually from 5-7pm as this timing fits best with our Trustee's work and family commitments. Dates are agreed in advance with Trustees, generally as part of our agenda during board meetings. We either meet at The Atkinson or Southport Town Hall.

Whilst maintaining the legal formalities, we aim to foster an informal atmosphere in which all individuals are invited to contribute to the discussion. We want people to actively participate, be heard and feel valued for their knowledge and ideas. We aim to have interesting, engaging conversations where everyone has a voice, and where we can all gain a sense of achievement.

It won't always be possible to see every idea through, so Trustees need to be realistic about what can be achieved by a group of busy people. Sometimes we have to focus our efforts on practical matters like writing annual reports or funding applications to get the resources we need to do pursue interesting ideas.

As well as attending meetings regularly, Trustees need to be willing to take on some individual responsibility outside the Board meetings to advance ideas which the Board as a group have agreed to. Importantly though, we make decisions together and we plan ideas together - the purpose of the Board is to make collective effort towards a shared vision.

We don't work directly with beneficiaries. We work closely and supportively with The Atkinson. We're not looking to influence the programming or running of the venue and we're not doing work which they should be doing anyway: we expand and enhance their work to reach more people.

We're looking for a Treasurer

We'd like to recruit a Treasurer to the Board who will oversee the financial affairs of the organisation, ensuring they are legal and constitutional, ensure that proper records are kept and effective financial procedures are in place, and lead on the production and adoption of annual budgets, financial reports/ returns, accounts and audits.

There's a full role description outlining the responsibilities of becoming a Trustee. Essentially we need someone with the relevant expertise in finance for small charities, who is looking for a new challenge and believes in what we're doing.

Here's a brief summary of what's essential:

- * Relevant, current skills in finance and knowledge of charity accounting
- * Able to attend a majority of the monthly Board meetings
- * Willing to contribute and participate in an open-minded, collaborative and positive manner
- * Committed to our social objectives
- * Interested in arts and heritage
- * Legally eligible to act as a trustee under charity law

And these factors are desirable:

- * Previous experience of fundraising, or working in the arts and/or social impact e.g third sector
- * Knowledgeable about Sefton

We think it's rewarding, but please note that it's a completely voluntary, unpaid role.

How to apply

We can arrange an informal visit to The Atkinson or give you more information about The Atkinson Development Trust if you'd like to learn more.

If you'd like to put yourself forward as a potential candidate, please write us a letter of application outlining your suitability and interest in the role, accompanied by a brief CV.

As this role involves having financial responsibility, we would also require a suitable referee with permission to contact them for a reference.

We welcome applications regardless of ethnicity, gender, sexuality, disability or location. In fact, we'd actively welcome more diversity on the Board so if you're legally eligible and suitably qualified, we warmly invite you to get in touch with us.

What happens next?

We need to discuss potential candidates at a Board meeting, at which point we'll make a shortlist of people to meet with. So it might take 4-6 weeks to hear back from us.

We'll get in touch with the people on our shortlist to arrange meeting up for an informal interview and from there we invite the candidate to observe a Board meeting to see how we work, meet with the rest of the Trustees, and check that both candidate and trustees feel like it's a good fit and everyone's happy to advance. Then we issue a formal invitation to join the Board, and the candidate accepts in writing.

Interested?

If you'd just like to have an informal chat to start with, please drop a line to atkinsontrustees@sefton.gov.uk and we'll be in touch.

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www.theatkinson.co.uk/about-us/support-us/the-atkinson-development-trust