

phosphoros theatre

bringing the unseen to light



About Phosphoros Theatre

We've grown from a weekly drama workshop in a living room to a nationally recognised, industry leading theatre company. We're recruiting three new talented trustees to join our dedicated Board of Trustees, including a new Chair and Treasurer. We anticipate these positions will be filled by January 2024, with interviews in December.

We're looking for applicants with specific skills and knowledge (outlined below) and are particularly interested in meeting individuals with lived experience of forced migration. Candidates will share our love of high quality, inclusive theatre and performance, as well as our commitment to working with, for and alongside refugee communities.

Our Board consists of six individuals and we're looking to grow that to eight. Specifically, we're seeking trustees with professional backgrounds in

- fundraising;
- commercial finance and budgeting;
- marketing, communications and branding.

Applicants do not need previous charity board experience, but knowledge of the charity sector will be useful in the role. We aim to maintain a truly diverse Board comprising experienced trustees and those who are new to the role.

Trustees are unpaid volunteers and must be able to attend quarterly Board meetings. To keep abreast of our work and show support to the community we serve, trustees attend at least one Phosphoros Theatre production per year.

We are looking for trustees that are able to offer at least 4 hours of time to the charity per month. As well as making time to read paperwork in advance of Board meetings, and contributing to other activities as appropriate, for example strategic planning days, fundraising, interviews and specific working groups. Trustees are also expected to provide appropriate support as needed to the executive team.

Board meetings are usually held on weekday evenings in London (occasionally online). We aim to schedule board meetings at least 3 months ahead. Travel costs will be paid if they are a barrier. Trustees have a 1, 2 or 3 year tenure with the Charity, with an opportunity to renew for a second term.

Person Specification

Experience and knowledge of at least one functional area:

- chairing a board or committee;
- fundraising, especially foundation grant writing;
- marketing, communications and branding;
- commercial finance, budgeting and accounting or
- subsidised theatre.

Additionally candidates will have the following qualities:

- Passion for championing refugee focussed arts
- Strategic thinking
- Excellent communication skills
- Confidence and a willingness to speak their mind and ask tricky questions
- Team work and collaboration skills
- Understanding of safeguarding and confidentiality
- Independent judgement
- Commitment to making meetings inclusive and welcoming to Trustees with all levels of experience
- Advocacy and networking skills to help us build new relationships
- Willingness to offer expertise, skills and personal insight to support us
- Knowledge or understanding of charity finance
- Prior experience of being a trustee or working closely with a board of trustees

Application process

Please provide your CV with a covering letter/email explaining why you are interested in becoming Chair/a trustee and the skills and experience you would bring to the role. These should be sent to juliet@phosphorostheatre.com no later than 10am on Friday 24th November 2023.

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Suitable applicants will be interviewed by a panel consisting of current trustees, members of the executive team and members of the company. **Interviews will take place between 5-8pm on Tuesday 5 December and 6.30-9pm Thursday 7 December 2023.** These will take place in person in London, with a remote option available if needed. Recommendations for appointment will be put to the full Board for approval.

You are very welcome to have an informal conversation with a member of the executive team or existing trustee to find out more about us and what the role involves. Please contact juliet@phosphorostheatre.com to arrange a phone conversation or online meeting.