



RECRUITMENT PACK
Board of Trustees

Message from the Chair, David Forrester

Thank you for your interest in becoming a trustee at Rosetta Arts. I hope you will find this pack useful, informative and inspiring!

Rosetta Arts is a very successful charity, which has an increasing impact in the local community of Newham and beyond. Our board of trustees is responsible for ensuring the charity is safely run and managed in the best interests of all its diverse stakeholders. Trustees meet at quarterly board meetings and are also involved in facets of our development which look at some areas of the organisation in greater detail. With our new Chief Executive we are beginning to plan ahead for the next few years and are looking for a number of additional trustees with specific skills to guide and support us. Previous experience of working in the charity sector would be of value, but is not a requirement. What we are looking for is intelligent, inquisitive individuals with experience in a few key disciplines. We need you to be happy to give up a little of your time to help guide a talented and committed team to maximise our impact. Successful candidates will be given a full induction to Rosetta Arts and to being a trustee - a process which we expect to be both enjoyable and eye opening.



Message from the CEO, Jan de Schynkel

2023 was Rosetta Arts' 30th year and the demand for the help and support that we give to people is greater than ever.

It's an exciting time of change and possibility and we're looking for new trustees who can join our journey of exploration as well as consolidation of our business model. We want our decision-making to be informed by a wide and representative range of voices, and to empower our local communities to feed into the process.

We're working on our strategy, the right infrastructure, exceptional staff, and brilliant trustees – but we need more of the latter.

Trustees make a huge contribution to the success of Rosetta Arts and bring a blend of specialist skills and experience, passion, networks, knowledge, and objectivity. They give a lot to Rosetta Arts but also get a lot from their role.

Applying the skills that you have developed throughout your career to making a real difference in people's lives is a hugely rewarding experience. Your involvement in Rosetta Arts creates a very real opportunity for a wide range of people to add value as a trustee, and to make a difference.

We also want to make sure that our board is made up of a diverse range of intersectional identities and people who particularly share the backgrounds of the artists who have been historically under-represented in our community, including Global Majority heritage, and disabled/neurodivergent artists.

I hope that you are as excited about this opportunity as I am, and look forward to hearing from you.

THE INFORMATION PACK

This pack is intended to provide you with information about Rosetta Arts, the general responsibilities of a trustee, details of the roles we are recruiting to at this time, and what it is like to be a trustee with us.

ABOUT ROSETTA ARTS

Rosetta Arts is a CIO and a registered charity, currently operating with a small core team of seven staff, supported by freelance staff and volunteers. Rosetta Arts is proud to be a dynamic and diverse organisation, delivering exciting, innovative, and creative courses, workshops, and experiences for people in east London. Our work is mainly in the visual arts but also includes creative projects around greening, gardening, and cooking, as well as recycling and upcycling.



At our home base in West Ham, we have several art spaces and studios, a pottery studio with kilns, a photo studio, a darkroom, and a gallery. We reach out to those who otherwise have little access to the rich and transformative benefits of the arts and education. At the heart of our programming there is something for all ages and stages of a person's creative learning and development. Working across gender, disability, age, and income, we respond to poverty and inequality by acting as a catalyst for creative talent.

Rosetta Arts has been on a growth trajectory over the last few years, joining the Arts Council's National Portfolio, widening its core team, and cementing a reputation as the major community arts organisation in Newham.

With our new CEO in place since August 2023, we are focusing with renewed energy on specific themes, including: environmental responsibility, creative wellbeing, and inclusive opportunities for children and young people, in and out of schools.

We will continue to be an example of best practice for engaging with diverse and underrepresented communities, providing ladders of progression, and acting as a bridge between grassroots and world-class art.

Further information about Rosetta Arts can be found at [Rosetta Arts: Home](#)

Further information about our staff team can be found [here](#)





The role of trustees in Rosetta Arts

Rosetta Arts is a registered charity and, as such, does not have owners or shareholders. Like all charities, Rosetta Arts is ultimately governed by a board of volunteer trustees. These trustees perform the governance, scrutiny, and fiduciary duties at the highest strategic level in Rosetta Arts.

In many ways trustees are the beating heart of a charity and occupy the space where strategy becomes operations; where mission and purpose are translated into action. At Rosetta Arts we expect our trustees to provide direction, scrutiny, support and advice at board meetings and in board subcommittees, which see trustees with the appropriate specialism, and the executive team, concentrating on issues that are central to the success of Rosetta Arts mission.

A generalist approach to the plethora of issues and subjects that a busy and growing charity encounters and manages is the bedrock of the trustee role.

We are looking for trustees who can help us continue our pattern of growth and who can offer support and expertise (as well as guidance and insight) into how we develop our services for the benefit of those that use them.

Our **Mission** is, through access to the visual arts: to enrich the lives and contribute to the personal development of the people of Newham and the wider community of East London.

Our **Values** are to:

Nurture: Supporting people at any stage in the development of their artistic skills.

Work Together: Working together in a spirit of collaboration and connectivity that brings people on shared experiences and learning journeys.

Grow: Unlocking creative talent by providing the space for personal growth and creativity.

Key People and Relationships

Trustees at Rosetta Arts engage and interact mainly with fellow trustees and the senior executive team. However, we anticipate there will be further interaction at subcommittee level with specialist managers within Rosetta Arts.

Further information about our trustees can be found at <https://rosettaarts.org/about/trustees/>





Why become a trustee?

There are many reasons that people may want to become a trustee. Here are some that we think are useful and you may want to consider:

- To 'give back' and use your skills in new contexts
- For personal and professional development, to develop your personal leadership and management skills
- To help contribute to the change that you want to see in the world, the local community, or the arts sector
- Get involved with a dynamic, eclectic, and heritage-filled artistic community in London, and to link your networks within it as relevant
- To collaborate and work with a motivated and diverse board and staff
- To open and access new professional networks



Job description: Trustee

Rosetta Arts' board is composed of individuals, who are legally and ethically responsible for the charity. They are appointed for 3-year terms, which are renewable for up to 3 terms.

The role of the Board of Trustees is to support the strategic vision and leadership of the charity and to ensure that Rosetta Arts remains true to its values, relevant to our artistic and local communities, well-managed and financially-sustainable.

Trustees are responsible for ensuring that the organisation's values and standards are applied and respected at all levels of operation.

Ultimately, the Board of Trustees has and must accept responsibility for directing Rosetta Arts' affairs, ensuring it is solvent, well run and delivering the outcomes for which it has been established.

Strategic direction

Trustees should focus on Rosetta Arts' strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

Tenure

Trustees should be ready to serve two terms, and, in exceptional circumstances, a third term.

Trustee Responsibilities

Statutory duties:

- To ensure that the organisation complies with its governing document, charity law, company, law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation uses its resources exclusively in the pursuit of its objects: the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are for the benefit of the public
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer and monitor their performance

Other trustee Responsibilities

In addition to the above statutory duties, each trustee should be ready to use any specific skills, knowledge or experience they have to help Rosetta Arts Board of Trustees reach sound decisions and ensure the charity fulfils its objectives. This will involve:

- Attending board and other Rosetta Arts meetings as appropriate
- Participating in one or more board subgroups as required
- Scrutinising board papers and other communications
- Leading discussions and providing guidance on new initiatives, particularly in areas where the
- Trustee has specific skills, knowledge, or expertise
- Abiding by Rosetta Arts policies and procedures
- Acting as a signatory on behalf of Rosetta Arts, when mandated by the Board to do so
- Participating in activities to promote Rosetta Arts to beneficiaries, funders and the wider public
- Contributing on other issues or areas of special expertise
- A commitment to the Nolan Principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty, and leadership



Personal specification and requirements

Personal skills

- A commitment to the aim of Rosetta Arts and its values to Nurture, Work Together and Grow
- Ability to provide the level of commitment required for this role
- Ability to operate strategically and avoid drifting into operational matters
- Ability to work as a team player and ability to unite after decision making
- Can take innovative ideas, analyse, sift through them, and understand quickly
- Thinks strategically
- Can add value to the strategy
- Is assertive and contributes positively to meetings
- Ability to embrace discomfort
- Is used to making collective decisions

Qualities

- Active listening, empathy, agile decision-making
- A commitment to equality, diversity, and inclusion
- A commitment to Rosetta Arts work as an advocate for social change; both in terms of providing high-quality creative opportunities for underrepresented communities, as well as providing ladders of progression for artists and producers
- Good, independent judgement and a willingness to speak their mind

Role specific requirements

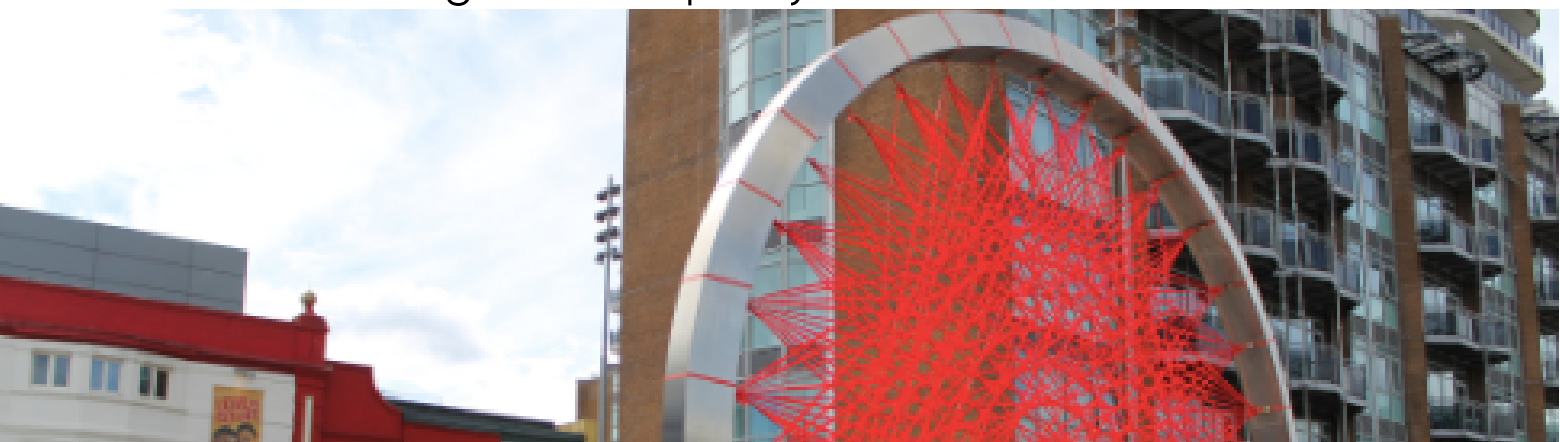
Further to the generic duties and responsibilities of all trustees, a description of the particular skill and experience set(s) we are recruiting for is provided below.

Trustee: Equality, Diversity and Inclusion Lead

To take responsibility for ensuring all staff and trustees are held accountable in their actions, through the lens of equality, diversity, and inclusion. To support staff to organise the EDI training programme for staff and trustees, to further our effort to make Rosetta Arts a truly inclusive organisation. To act as an ambassador for the Arts Council's 'Inclusivity & Relevance' Investment Principle.

More specifically, we are looking for a trustee for EDI with:

- Experience of working on improvements regarding equality, diversity and inclusion in organisational contexts
- A passion for equality, diversity and inclusion, with drive and ideas as to how to support processes for accountability, knowledge of the nine Protected Characteristics in the Equality Act 2010
- The ability to recognise and challenge behaviour, attitudes, policy and practice which go against the inclusive culture we want for Rosetta Arts
- Knowledge, experience or training that will help to promote diversity or inclusion
- Experience of influencing an organisation's culture of equality and diversity through awareness-raising, appropriate challenge, communication, or developing policies and practices Knowledge of the Arts Council's Creative Case For Diversity and the Investment Principle 'inclusivity and relevance'
- An understanding of the legal responsibilities of governing Boards with regards to equality





Trustee: Treasurer/Finance Lead

All trustees have responsibility for the charity's finances, but the Treasurer will take the lead on all financial matters at board level.

This will include:

- Lead responsibility for ensuring that Rosetta Arts keeps proper accounts
- Reviewing the charity's financial performance
- Overseeing its financial risk management process
- Ensuring that the charity has robust and effective financial controls in place; Monitoring and advising on the financial viability of the operations
- Leading on the appointment of an independent examiner when required
- Draft and review the charity's financial and investment policies
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Supervise the production of any necessary financial reports/returns, accounts and audits
- Advise on the financial aspects of the Business Plan including potential development projects
- Report on financial matters to the Board of Trustees, in a format that helps the board understand the financial position
- Act as a counter-signatory on the bank and investment accounts

Overall, we would ask the trustee treasurer to lead on the health of the organisation's finances, while working closely with the CEO/Deputy CEO.

Trustee: Fundraising

Our board is currently facing the challenge of expanding our fundraising efforts. Our primary goals include increasing fundraising revenue to expand our reach and impact, developing strategic partnerships with individuals, businesses, and other organisations, hosting successful awareness, and fundraising events; and enhancing the sustainability of our programs.

As a fundraising trustee, we are seeking an individual who can play a pivotal role in addressing our challenges and achieving our goals.

Your responsibilities will include (with the CEO and Deputy CEO):

- Developing and implementing a comprehensive fundraising strategy
- Identifying and cultivating potential donors and sponsors
- Leading fundraising events and campaigns
- Establishing and nurturing partnerships with other organisations
- Collaborating with the board to align fundraising efforts with the organisation's mission and values
- Ensuring financial transparency and accountability
- Bringing knowledge of relevant laws and ethical considerations related to fundraising and application of these



Trustee: Social Media

Even though we are a small organisation we have big ideas and would like to draw on the experience of a trustee in the communications world to help the charity deliver engaging content and communications to spread our aims and message to all our audience.

We would like the trustee (together with the CEO and Deputy CEO) to:

- Help us develop a social media plan and calendar
- Monitor our social media activity
- Provide regular evaluations and suggest any new trends or tools to be explored
- Help us to develop and execute a social media strategy to increase engagement
- Improve our number of followers/likes
- Help us create & execute a content calendar
- Contribute to the insight about our social media channels and how best to utilise them

Working with our staff team, we would value insight into producing fresh and engaging content for our social media channels, engaging with our followers to encourage interaction, and how best to manage and maintain social media channels on a regular basis.





Trustee: Artistic Lead / Education / Community Outreach

As an Arts Council England NPO, there is more onus on Boards of funded organisations to monitor and scrutinise the Arts Council expectations and funding conditions. This includes our business plan, Activity Plan, Arts Council Investment Principles contributions and more. We are looking for someone with:

- A strong understanding and ideally experience of the relationship management and monitoring frameworks within Arts Council England
- The ability to demonstrate a strong knowledge of the current trends and challenges in the contemporary visual arts ecology
- We would encourage applications from our community membership as lived experience is something we find valuable
- This trustee will bring networks and understanding of reaching out to and engaging with diverse communities

Rosetta Arts delivers accredited courses from entry-level to level 1-3. We also work in partnership with several universities and have projects with primary and secondary schools, including SEND. We want to rebuild our programmes for children and young people (0-25 years old) in and out of school settings. We are therefore also looking for trustees with either:

- A wider knowledge of the educational sector OR specific knowledge/experience of specific Key Stages

Trustee: Capital Project and Chair of Capital Sub Committee

With key responsibility for overseeing the capital project and fundraising for this, this trustee role will include being a lead for Rosetta Arts' current space within the Gainsborough Centre. The subcommittee role will focus on understanding the intricate relationships with stakeholders including Newham Council, and the strategic overview of a long-term plan for a new home for Rosetta Arts. Rosetta Arts intention is to secure a fit-for-purpose, multifunctional community art space to become a vibrant and accessible cultural hub.

As Chair of the subcommittee, the trustee will bring demonstrable skills including:

- Experience of property management, initiating, or managing capital projects
- Understanding of, or holding a professional qualification in property law

As this is the first time Rosetta Arts will establish a Capital Sub committee, the trustee will take the lead on developing the sub committee terms of reference, and also determine the capital planning work plan (and how this might successfully be delivered).





Trustee: Legal

We are seeking a dynamic legal professional to work closely with our CEO/Deputy CEO and the Board to maintain an overview of the regulatory environment and our contractual obligations, and support strong governance.

You will have strategic vision, experience and expertise in charity law, commercial law or employment law.

You will be undertaking a lead role for the Board of Trustees on all matters associated with the legal aspects of the organisation.

We encourage candidates with experience in one or more of the below areas to apply:

- Legal experience from either the private or public sector with experience of non-profit organisations
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Knowledge and experience of the charity sector
- Ability to advise on employment law / HR policies
- Understanding of data protection legislation and changing regulations
- Understanding of fundraising and charity legislation

What else is important?

- We are seeking to diversify our board so applications from underrepresented groups are encouraged
- Candidates are aligned with our values to Nurture, Work Together and Grow
- Candidates have some experience or exposure, either through work or personal life - to people underrepresented in the creative sector – see below, “how to apply”
- Candidates are passionate about helping people
- Candidates have the time to take this seriously
- Have high level experience and a proven record of accomplishment in their field
- Candidates do not need to live in Newham or the immediate surrounding area but do need to have a commitment to attending face-to-face board meetings



Commitments: what we expect of our trustees

- Attending at least one board meeting per quarter in person – up to half day per quarter is needed to allow for reading and considering all papers submitted in advance of each meeting.
- Subcommittee membership – there is an expectation that over the tenure of their trustee role, each board member will chair or sit on a subcommittee – this could potentially entail up to two meetings per quarter (online).
- Strategy day – 1 day per year.

Additionally, new trustees will be expected to commit 2 days to the induction process within the first 3 months of their tenure. This is an 'in-person' requirement.

Reasonable expenses are paid for travel and overnight expenses.





Charity Commission Code of Conduct

Every trustee of every charity takes on generic responsibilities that are set out in the Charity Commission Code of Conduct. All trustees should be committed to their charity's cause and have joined its board because they want to help the charity deliver its purposes most effectively for public benefit. Trustees must recognise that meeting their charity's stated public benefit is an ongoing requirement and understand their roles and legal responsibilities, and have read and understood:

- the Charity Commission's guidance 'The Essential Trustee'
- their charity's governing document

These will be provided to trustees joining Rosetta Arts, during their induction.



How to apply

Please contact Jan De Schynkel, CEO – for an informal conversation or any questions: jan@rosettaarts.org

To apply:

1. Send us your CV and a cover letter – on no more than 2 sides of A4 – outlining your interest in Rosetta Arts, which specific role (or roles) you would like to be considered for, why you would like to take on a charitable trustee leadership role at this time, and how you meet the person specification.
2. Download, complete and send the confidential equal [Opportunities Monitoring Form](#). Please note the equal opportunities form will be separated before your application is reviewed by the board recruitment team.

Send your application and equal opportunities form to info@rosettaarts.org stating 'TRUSTEE APPLICATION' as your email subject, along with the specific role(s) you are applying for e.g. 'ROLE/S: FUNDRAISING / SOCIAL MEDIA' by **5pm on 3rd May 2024.**

Closing date for applications 3rd May. 5pm

Interviews will be held at Rosetta Arts on 20th, 22nd and 23rd May. Our address is 1 Hamilton Road, London E15 3AE

[View Map](#)

Successful applicants will be invited to in-person meetings with the Chair, CEO and staff members in early June weeks beginning 3rd and 10th June, and will be expected to join for the in-person, annual board away day, 20th June.

Rosetta Arts is committed to being an equal opportunities employer and recognises the importance and advantages of diverse workplaces and communities. We particularly encourage applications from candidates who self-identify as D/deaf, disabled or neurodivergent, as a person of colour, and/or as genderqueer, and who meet the person specification.

If you feel that this applies to you, please indicate in your application email.

Should you need this information in another format, or require reasonable adjustment, please let us know.





Managing your data

Information in the form of personal data will be used to process the application for recruitment purposes. Unsuccessful applications will be destroyed after one year. The personal data on successful applicants will be needed to administer the employment and further information on how this will be used will be available during the induction period.

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Charity no. 1177462

