

NEW THEATRE ROYAL PORTSMOUTH

An opportunity to support this flourishing theatre by joining a Board keen to welcome trustees who bring new skills and experience and who can play a key role in creating a vision for its future.



Recruitment of trustees
Candidate information pack
February 2023

'Youth theatre was a saving grace for me as a teen, so this is a real honour.'

Stand-up comedian Suzi Ruffell
on becoming a Patron of her hometown theatre

About us

The New Theatre Royal is an iconic Victorian building in the heart of Portsmouth and one of the remaining few Phipps / Matcham theatres in the world. The New Theatre Royal is a Victorian Grade II listed theatre in the heart of Portsmouth, England, with a capacity of 667. The theatre building was constructed in 1854 as Landport Hall and was converted into a theatre two years later. It was rebuilt in 1884 by Charles J. Phipps and again in 1900 by Frank Matcham.

The Theatre reopened in October 2015 after a £4.7M refurbishment project.

Working with and for the city of Portsmouth, the theatre seeks to create a programme which engages with and reflects the vitality of the city. Throughout the year, the New Theatre Royal presents and produces a diverse range of performances and is constantly seeking out new partnerships to increase the offering and create a strong 'Made in Portsmouth' brand.

ent of trustees

The theatre has undergone extensive expansion and renovation works in recent years to update the building and improve its offering. Along with closer ties to the University of Portsmouth - including physical doorways between the theatre and university buildings - the theatre boasts the Minghella Studio, which provides workspace and a rehearsal area, as well as being a fantastic venue.

A huge variety of shows are laid on throughout the year, from operas and ballet to modern hard-hitting plays and some of the country's top stand-up talent.

The New Theatre Royal is a creative centre and cultural champion based in the heart of Portsmouth, fostering creativity, connectivity, and the articulation of ideas, to stimulate healthier, happier and more inclusive communities.

We pride ourselves on a generosity of spirit, based on empathy, equality and encouragement. We foster and celebrate creativity and curiosity in our communities and hold

true to the strength of theatre to transform and enrich people's lives. This is central to our plans going forward and we will shortly be recruiting a new staff member to lead on community participation and engagement.

Our aims

Our aims are to:

- Create and present a programme of high-quality and innovative theatre, music, comedy, dance, community, and circus arts, within our theatres and beyond
- Promote Portsmouth as a creative city, a vibrant place to live, work and spend time, with better life chances for young people, and artists and creative sector development
- Stimulate advances in the creative industries, including emerging and future technologies, and the development of the mid-scale theatre economy and creative practice
- Develop a stronger, more resilient theatre, proud of its history, but focused on the future.

As a National Portfolio Organisation, we are committed to "Let's Create" and delivering four investment principles:

- Inclusivity & Relevance
- Dynamism
- Ambition & Quality
- Environmental Responsibility

To secure and harness the potential of the New Theatre Royal, as a successful creative organisation and venue, we will continue to test, evaluate and challenge internal and external practices, reflecting contemporary challenges and opportunities in the UK theatre industry and our local communities.

The New Theatre Royal is passionate about its role in bolstering Portsmouth's culturally driven regeneration, maximising its reach within the city, the region, the UK and internationally, to create high-quality opportunities and reach.

Recruiting trustees

Background to the role

The Board of the New Theatre Royal currently comprises four Trustees including the Chair who joined last Autumn and who is now keen to increase the range of skills and experience on the Board by recruiting six to eight new trustees.

Being a Board Member – what's involved

Every not-for-profit organisation has a Board – a group of volunteers who ensure that the organisation is effective in carrying out the purpose for which it was set up. Board Members have responsibility for overseeing the work of the New Theatre Royal, ensuring it is financially stable, well-run, and fulfilling its 'objects', as set out in its Articles at Companies House.

Boards govern effectively by:

- Focusing on their governance responsibilities
- Being clear about the role of the Board vs the role of the Executives - and fostering good relationships between both
- Ensuring the board itself operates effectively

As a New Theatre Royal Board member, you'll be an ambassador for the organisation and its work. You'll share our vision to place the Theatre at the heart of our local community.

What we can offer you

Becoming a Board member is a fascinating way to engage in the not-for-profit sector. It's a role which will give back just as much as you put in and often much, much more. A Board role will reward the ambitious with a wealth of personal and professional skills which are valuable for both work and personal life. It will empower you with a new sense of contribution in the pursuit of a wider purpose.

Contributing to a great cause - sustainability

There is no doubt that being a Board member in a not-for-profit organisation is one of the most powerful ways in which you can contribute to a cause you really care about. As a New Theatre Royal Board member, you will have an opportunity to have a real impact on our work as we increase our presence in, and the participation of, the community that we serve.

Strategic experience

Strategic experience can be hard to come by. It can often take decades to find yourself in a role which requires strategic oversight. A not-for-profit Board role is a fantastic way of getting a head start on this, at once allowing you to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills. The strategic experience which can be gained through a Board role can have an immediate and powerful impact on your career, opening doors to new responsibilities and more senior job prospects.

Equally, for those who have already had some strategic responsibilities, a not-for-profit Board role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Joining a Board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learned to date into an entirely new context. Through a not-for-profit Board role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning altogether new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise

Teamworking

As a Board member at the New Theatre Royal, you are part of a team and will have the opportunity to apply your unique skills and experience, while also learning from others.

Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

The ability to collaborate effectively with others and to challenge constructively the ideas of fellow Board members as well as those of the Senior Management Team is essential to ensuring the Board's strategic decisions are fully informed, reasonable and effective.

Negotiating, empathising, listening and communicating ideas and concerns are key factors in this process and often help to set the tone and culture of Board meetings.



About the role

The role of trustees is to govern the activities and affairs of the New Theatre Royal and oversee the strategic and general management. Specifically, trustees ensure that the theatre has a clear purpose and direction, is solvent, well-run, and delivers its charitable and strategic objectives.

Our Board benefits from having a wide range of trustees. **We welcome applications from everyone, but we have identified that our current Board has particular gaps:**

- People with a strong accountancy background
- People with significant knowledge of the law

Trustee duties

The duties of trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well-run and efficient.
- Ensuring the appropriate use of the New Theatre Royal's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates its performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensuring a robust risk management process is in place to identify and address any risks impacting – or potentially impacting – the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive.

- Ensuring that all delegation by the board is recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded, and complied with.
- Ensuring that The New Theatre Royal has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.
- Assessing the board's own performance annually.
- Ensuring that the New Theatre Royal is accountable to its funders and stakeholders.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they may have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

Expectations of trustees

- To ensure equality of opportunity is promoted and sustained through all aspects of the New Theatre Royal's work and relationships.
- To commit to ensuring that stakeholders have a say and that equalities issues are addressed.
- To represent the board as necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charity trustee and director of a charitable company.
- To act properly at all times, declaring any conflict of interests or perceived conflict of interests which may have a bearing on their role as a trustee.
- To act in good faith with due care and diligence for the best interests of the New Theatre Royal and working within the theatre's vision, mission and values.
- To attend and actively participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.
- To respect the confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.

- To engage with the wider work of The New Theatre Royal and its network.
- Willingness to commit to a minimum of three years in the role

Time commitment will vary but it is expected to require approximately 4-8 hours per month including:

- Attending six Board meetings per year (lasting 2 hours)
- Attending the Annual General Meeting (lasting up to 1 hour)
- Dedicating time to preparing for each meeting by reading the papers provided.



Person specification

All trustees need to demonstrate the following competencies to become a member of the board:

- A commitment to the New Theatre Royal's vision, mission and values.
- Knowledge and/or interest in the arts.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to analyse information and think creatively.
- A willingness to speak on behalf of the New Theatre Royal.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A willingness to seek constructive debate and dialogue over confrontation.

In addition, the board of trustees must include members with expertise in some of the following areas:

Essential to every Board	Desirable, but may be outsourced
Charity/voluntary organisation governance	Charity/voluntary organisation management
Interest in the work of the theatre	Law
Operating environment and local community	Change management
Legislation relevant to our work	Conflict resolution
Strategic planning	Facilitation and/or training delivery
Business management	Human resources (legal and policy)
Leadership	Volunteer management
Financial planning and regulation	Information technology/Digital
Health and Safety	Social media

Data protection

Accountancy

Safeguarding

Fundraising and/or income generation

Monitoring and evaluation

Commissioning and/or bid writing

Partnerships

Project management

Risk management

Environmental issues



How to apply

For further information and to receive the Candidate Pack please contact our recruitment advisor Lucinda Shaw at Eastside Primetimers via email at lucinda@ep-uk.org.

Application by email to Lucinda should include a CV. If you would like a call to discuss the role in more detail, please email Lucinda to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

The closing date for applications is Monday 27 February although interviews will take place as CVs are received so you are encouraged to apply before the closing date.

The New Theatre Royal is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we serve and work within our community. We warmly welcome applications from all suitably qualified candidates.





Eastside People

Eastside People
Canopi
7-14 Dover Street
London
SE1 4YR

0207 250 8334
eastsidepeople.org

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