



Role Description: Culture Shift Chair and Trustee/s

Context: Culture Shift was founded in July 2011 as a Community Interest Company (CIC) to build on the legacy of our predecessor organization, Creative Partnerships Sussex and Surrey. Creative Partnerships put creative practice at the heart of creating sustainable change in school through ambitious partnerships between teachers, creatives and young people.

Culture Shift has built on this legacy developing innovative cross sector partnership programmes in areas that have spanned education, community, social care and public health. In October 2020 Culture Shift became a Charitable Incorporated Organisation (CIO). We support 2000-3000 people across Sussex each year in programmes focused on reducing health inequalities, improving wellbeing through reducing social isolation and careers and skills development. Our services have remained live through the pandemic and we are now at a pivotal place of growth as we return to face-face delivery, and maintain those elements of online interaction that proved effective through lockdown.

We are seeking a new Chair and Trustee/s to lead us into the next stage of our growth and development. The role is ably supported by a strong board of Trustees including a Treasurer and Secretary and 2 Co-Directors of the organisation. Culture Shift trustees attend quarterly trustee meetings and are asked to be part of one sub-committee. Our Trustees are responsible for the general governance of Culture Shift. This is distinct from day to day management and operations which are carried out by our staff and programme volunteers.

Specific Responsibilities for the Chair:

- Helping plan and run trustee meetings, ensuring that meetings are properly run and recorded
- Leading the Board of Trustees to develop and agree the strategic plan for Culture Shift
- Supervision and support for Culture Shift's two Co-Directors
- Keeping the board informed about its financial duties and responsibilities
- Acting as needed as a spokesperson for the charity, as needed

Responsibilities of the Chair and Trustees:

Culture Shift's Chair will work with trustees and staff to ensure that the organisation:

- applies its resources exclusively in pursuance of its charitable objects
- pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- is effectively and efficiently organised, including having appropriate policies and procedures in place
- is financially stable
- and its financial resources meet its present and future needs
- has an appropriate reserves policy
- prepares and discloses its accounts in the form required by funders and relevant statutory bodies, e.g Charity Commission

Personal Specification for Chair and Trustees

Chair	Trustees
<p>A commitment to the organisation</p> <p>Ability to define/ drive the charity's strategic vision</p> <p>Proven leadership skills</p> <p>Good communication skills</p> <p>A willingness and capacity to devote the necessary time and effort</p> <p>Good, independent judgement</p> <p>An ability to think creatively</p> <p>An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship</p> <p>Some experience of charity finance</p> <p>The skills to analyse proposals and examine their financial consequences</p>	<p>A commitment to the organisation</p> <p>A willingness and capacity to devote the necessary time and effort</p> <p>Strategic vision</p> <p>Good, independent judgement</p> <p>An ability to think creatively</p> <p>An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship</p> <p>Expertise or experience in an area relevant to the work of Culture Shift; digital, marketing, HR, legal</p>

To find out more about Culture Shift please visit www.cultureshift.org.uk

To apply, please send you CV and covering letter to info@cultureshift.org.uk

Closing date: Friday, 19th November 2021