



County Durham Culture Trust

Chair & Trustee Recruitment Pack

21 June 2024

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1. Introduction

At its meeting on 17 January 2024 the Cabinet of Durham County Council (DCC) agreed to support the establishment of the County Durham Culture Trust (CDCT). This new foundation charitable incorporated organisation (CIO) will serve the public across County Durham, impacting positively on the county's arts, culture and heritage provision.

CDCT is in its early stages of inception and to be formally established is subject to an application approval by the Charity Commission. DCC is working with legal experts Counterculture LLP on developing the application which, to be submitted, requires the appointment and endorsement of three founding trustees.

Inception Phase

An outline Inception Plan (attached) has been developed for the new CDCT and the founding trustees will lead on its delivery.

During an initial 18-month inception period, the overarching priorities are to:

- develop the organisation.
- build partnerships.
- fundraise for priority projects.
- raise awareness of the organisation.

To support the future growth of the CDCT, the preparation of a detailed business plan will be a key task during its initial 18-months. Once the establishment of the Trust has been formally approved by the Charity Commission, the founding trustees will also lead on the recruitment and selection of additional trustees up to a maximum of ten.

DCC is sponsoring the initial founding of the CDCT administratively and has granted £70,000 in support of its initial set up costs. Once legally established, DCC will no longer have any active involvement in the charity.

2. Chair and Trustee Roles

The Chair and trustees will be legally responsible for the CDCT when established. Together they will develop and agree a business plan and oversee its effective delivery.

All Board positions are voluntary, and applications are invited from candidates who are happy to donate their time and experience for the benefit of the organisation.

To meet the requirements of the inception phase, the following new roles are being proposed for the founding trustees:

1. Chair
2. Trustee (marketing and communications lead)
3. Trustee (administrative lead; to be an appropriate DCC senior officer nominated by the council)

2.1 Chair

1. Role Description

The role of the Chair will be to ensure that trustee board is effective in setting and implementing the charity's culture, direction and strategy by leading the board and focusing it on strategic matters, oversight of the charity's activities and maintaining high standards of governance.

2. Lead responsibilities

- Being the strategic lead and chair of the CDCT.
- Ensuring good governance and compliance.
- Leading and actively participating in fundraising.
- Leading on the development of the detailed Business Plan, including vision, mission and initial timebound priorities.
- Leading on and actively participating in stakeholder management and partnership development.
- Leading on Trustee recruitment.
- Being a strong advocate for the CDCT.
- Ensuring a positive approach to Equality Diversity and Inclusion across the organisation.

3. Role requirements

- Ability to provide strategic direction and lead the CDCT towards its goals.
- Strong interest in Arts, Culture and Heritage in County Durham
- Ability to ensure the organisation operates within a legal and regulatory framework.
- Proven ability to lead fundraising efforts and secure financial support.
- Ability to articulate a clear vision, mission and set time-bound priorities.
- Strong interpersonal skills for effective stakeholder engagement.
- Experience of working with a range of partners
- Ability to identify and recruit individuals with diverse skills and backgrounds.
- Ability to communicate persuasively to gain support for the CDCT.
- Understanding of EDI principles and commitment to fostering an inclusion.
- Capacity to think strategically and make decisions that align with the long-term goals of the organisation.
- Ability to build and maintain a network of contacts beneficial to the organisation's objectives.
- Upholding high ethical standards and integrity in all responsibilities.

4. Term of office

- Four years

2.2 Trustee (marketing and communications lead)

1. Role Description

The Trustee (marketing and communications lead) will collaboratively share control and legal responsibility for CDCT's management and administration with other Trustees, leading on a marketing and communications brief.

2. Lead responsibilities

- Leading on the marketing and communications activities of the CDCT.
- Being active in raising awareness of the charity
- Overseeing the Human Resources activities of the charity.
- Leading on the development of an Equality Diversity & Inclusion Policy and its implementation.
- Actively participating in fundraising
- Actively participating in trustee recruitment
- Being a strong advocate for the CDCT

3. Role requirements

- Proficiency in strategic marketing and communication planning.
- Proactive approach to raising awareness of the charity's mission and activities.
- Strong interest in Arts, Culture & Heritage in County Durham
- Commitment to fostering a diverse and inclusive organisational culture.
- Active involvement in fundraising initiatives.
- Ability to identify and recruit individuals with diverse skills and backgrounds.
- Strong advocacy skills to promote and represent the CDCT effectively.
- Ability to work collaboratively with other Trustees and stakeholders.
- Capacity to think strategically and align activities with the organisation's goals.
- Strong analytical and critical thinking skills to address challenges and find solutions.
- Uphold high ethical standards and integrity in all responsibilities.

4. Term of office

- Two years.

3. Eligibility

Candidates should be over 16 years of age and should not be disqualified under the Charities Act for:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud).
- being bankrupt or entering into a formal arrangement (e.g. an individual voluntary arrangement with a creditor).
- having been removed as a company director or charity trustee because of wrongdoing.

4. How to Apply

Informal conversations

If you would like an informal conversation about the role and the organisation before deciding whether to apply, please send a message to Alison Clark, (alison.clark@durham.gov.uk) to arrange a suitable time. These conversations do not form part of the assessment process.

5. Further information

Durham County Council Cabinet 17 January 2024 – the report to DCC’s Cabinet where it was decided to support the creation of the new independent County Durham Culture Trust can be accessed [here](#).

Charity Commission for England and Wales

- [The essential trustee: what you need to know, what you need to know](#)
- [Finding new trustees – what charities need to know](#)

Arts Council England – [Transforming Governance](#) resources and webinars

Institute of Fundraising – [Trustees and Fundraising: A Practical Handbook](#)

6. Application process

When you are ready to apply, please send a CV and a covering letter by email to Amy Harhoff, Corporate Director for Regeneration, Economy and Growth, DCC.

E: amy.harhoff@durham.gov.uk

Application deadline: 18 July 2024

Interviews will take place 25 July 2024.