



BOARD RECRUITMENT



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OUR COMMITMENT TO INCLUSION AND DIVERSITY

If there is anything we can do to make the recruitment process more accessible and inclusive for you, if you would like support in communicating your skills, experience or attitude, or if you would like to find out more about the role and the company, please contact John Ryan for an informal chat on john.ryan@oxfordhouse.org.uk or 0207 749 1102.

**“I think Oxford
House do very well
at truly *inclusive*
programming.”**

Local resident

WELCOME

“I loved every minute of the project - I felt it was wonderfully organised, Oxford House were extremely supportive, and I was given the freedom to cater my workshops to my strengths.”

Aisha Bushby, Artist, Women Write 2021



Thank you for your interest in joining the board of Oxford House in Bethnal Green (OH).

We want to hear from you whether this is your first board role, or you already have experience.

Oxford House is a community arts centre based in the heart of Bethnal Green. We offer a diverse programme of creative opportunities with participation central to our work. Each week we welcome circa 1,200 people for a range of live events, creative classes, exhibitions, and special projects. Our users are from diverse backgrounds, abilities, and ages, mostly from Tower Hamlets and surrounding East London boroughs.

Our vision is to build a harmonious and creative community in Bethnal Green including tackling the persistent challenges and inequalities that still exist in East London and prevent our community reaching its full potential. The way we achieve this is by providing a community-led, inspiring, and sustainable multipurpose arts space that focuses on participatory arts and community collaboration.

It is, therefore, important for us to have a diverse board that reflects the communities we work with and can challenge us and add a variety of knowledge, skills, experience, and background. We are keen to strengthen the voices of Asian, Black and Global Majority people, those who are disabled, and those from the LGBTQ+ community and / or from lower socio-economic backgrounds, on our Board. If you identify this way, you can tell us this in your own words in the covering letter and monitoring form.

We would love to hear from you!

Michael Judge (Chair) & John Ryan (CEO)

WHAT WE ARE LOOKING FOR



We are looking for committed individuals who believe in the power of creativity and participation to build creative communities. We are rooted in the East End; established in 1884 as the first 'settlement house' where students from Keble College, Oxford led residential volunteering programmes that focused on youth work, free legal advice, cultural clubs, and adult education classes. You will also be passionate about place, participation and communities and want to play a part in our next chapter of growth and development.

Experience of working with a charity or community/cultural organisation before joining the board is not essential as training will be provided.

We are searching for new board members with a local connection to East London, OR with experience in one of the following:

- Fundraising
- Creative industries incl programming
- Participatory arts
- Marketing and communications
- Creatively managing historic buildings

The general attributes we are looking for include:

- A willingness to speak your mind and be enquiring
- An ability to think creatively and strategically
- An ability to collaborate and work as part of a team
- Effective interpersonal skills, and motivation to act as an ambassador for OH
- An active commitment to equity, diversity and inclusion
- An understanding and acceptance of the legal duties and responsibilities of being a trustee
- A willingness to devote the necessary time and effort required



'The new café is a success; it brings the space alive and opens it up. It is the 'heart of the building.'

Café customer

ABOUT US



Located in a Grade II listed building, Oxford House is at the heart of the community in Bethnal Green and is a thriving independent arts, community, and heritage centre. Our mission is to provide a community-led, inspiring, diverse, and sustainable multipurpose arts space.

We do this by using Oxford House, as


- a community space with a café, affordable workspace, and spaces to hire.
- a creative place with classes and activities delivered with community partners
- a place to volunteer and develop skills

Our Values

- *Collaborative*, in our approach with partners, resident companies, and communities
- *Respectful*, of people and organisations, we work always valuing the importance of difference
- *Engaging*, with audiences, visitors, and partners to ensure we get better at what we do it
- *Anti-racist*, in how we work with communities
- *Trusted*, to be a safe space to work or visit
- *Energising*, and participatory in how we work with people and communities

Established in 1884, OH is a registered charity in England. Our financial model combines a mixture of unrestricted and restricted funding. By careful stewardship of our income (a mix of office rental, venue hire, café, and grant) we have already secured much of the funding required to meet our ambitions for 2023/24.

FIND OUT MORE ABOUT US!

Click on the links below: 

[Instagram](#)

 [Facebook](#)

 [Twitter](#)

 <https://www.oxfordhouse.org.uk/>



WHAT DOES BEING A BOARD MEMBER INVOLVE?



A board of trustees is a group of people with overall responsibility for the management of an organisation. Board Members do not deliver the work of an organisation. They set the overall direction, approve budgets and support staff by talking through new ideas, and progress existing plans. The Board has ultimate responsibility for the governance and strategic direction of the organisation to achieve its charitable objectives.

As a board member for OH you would:

- Make sure that OH delivers its charitable purpose for public benefit by developing and agreeing our long-term strategy to achieve our vision
- Ensure the effective and efficient governance of OH making sure we comply with our governing document, charity law and any other relevant legislation or regulations. This includes having appropriate policies and procedures in place and reviewing those regularly.
- Monitor our delivery against key funder requirements from funders such as National Lottery Heritage Fund and Garfield Weston
- Managing the charity's resources responsibly, ensuring its effective and efficient administration as well as its financial stability
- Safeguarding the reputation and values of OH

'From my initial visit I thought OH was quite an incredible place. I joined the board as I wanted to use my expertise to help unlock its potential with the heritage project. I have also learned so much on shaping the strategic direction of the charity and working with other trustees and the staff team to achieve this. It's also been enormous fun too!'

– Polly Richards, Board member since 2015

MORE INFORMATION

You can find out more about the role and responsibility of a charity trustee by reading these:

[The Essential trustee – what you need to know, what you need to do](#)

[Becoming a Trustee](#)

A copy of our Annual accounts is available on the [charity commission website](#).

“There is a real space and opportunity for community anchors to be part of - and lead - the recovery of East London. I'd like Oxford House to be a place where the community feels like it is taking more ownership of that future recovery.’

– Respondent to NLHF Evaluation Report 2021

WHAT YOU GET FROM THE ROLE & YOUR COMMITMENT



WHAT YOU GET FROM THE ROLE

- Induction and training programme
- The opportunity to help shape the future direction of an established and valued community hub, and be part of an active, loyal and engaged group of trustees
- Work with an enthusiastic, friendly and dedicated staff team
- Networking opportunities
- A chance to make a difference
- Expand your skill set (governance/ marketing/ finance/ project & people management).
- Annual 1-2-1 with the Chair

All meetings are conducted in an inclusive way, with options for online captioning and regular rest breaks. Specific adjustments for communication, such as interpretation or support to understand written documents, can be provided.

‘Thank you all for making our team event a very enjoyable and memorable day – everyone really enjoyed themselves and we will definitely add you to our volunteering list for next year!’

– Standard Charter corporate volunteering feedback

YOUR COMMITMENT

- To serve an initial term of 3 years, with the possibility of re-appointment until 6 consecutive years’ service has been reached
- To attend 6x 1.5-hour Board Meetings and AGM (up to 1 hour) a year either in person or online
- Attend the annual Away Day in person focusing on longer term planning
- To sit on one of the Board’s sub committees
- Read and respond to papers including the business plan
- Attend OH events where possible
- Be a board champion for a specific area of the operation
- To advocate and champion OH’s work, values, ambition, and strategic direction
- To provide specialist advice and expertise as required and appropriate

In total, Trustees usually commit the equivalent of 4–7 days per annum to their role. Board meetings are generally hybrid, taking place at OH’s office in Bethnal Green and online.

The role is a voluntary one and is unpaid although reasonable travel expenses can be paid. The role is that of a charity trustee which carries legal obligations and fiduciary duties and requires compliance with charity law as well as fulfilling the statutory duties of being a non-executive director.

HOW TO APPLY



Please apply by **FRIDAY 31 MAY 2023** with the following:

- 1 A brief covering letter (max 1 side of A4) OR a short film/video (via a URL link of yourself (max 5 minutes), answering the following questions in your own words:
 - a) why you are interested in becoming a board member for OH
 - b) what you would bring to the role
- 2 Your CV or list of previous experience in an employed or voluntary capacity
- 3 A completed Diversity Monitoring Form. This Form will be kept separate to your application throughout the recruitment process.

SEND TO

Applications should be sent by email to our Chief Executive, John Ryan, at john.ryan@oxfordhouse.org.uk

NOTE ON VIDEO APPLICATIONS

Please send videos or audio files as an unlisted YouTube video or from your chosen platform. Quality of filming has no impact on the application, please just use your smartphone camera or webcam.

SHORTLISTING PROCESS

Candidates will be scored by a panel of board and staff on the:

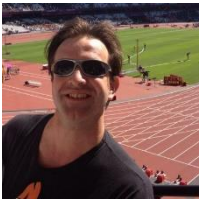
- strength of responses to the questions above
- any listed specific skills experience OR geographic location (east London)
- If you are from a background that is currently underrepresented in the cultural sector (for example if you are from a group that experiences racism, if you did not go to university or received free school meals as a child, or if you have a disability), **please state this in your application and you will be guaranteed an interview.** Please see our anti-racist pledge for more information on our commitments.
- Successful candidates will be invited to an initial interview with the Chief Executive, attend a board meeting as an observer and a follow up second interview with the Chair and Chief Executive.
- Interview questions will be sent in advance

INTERVIEW DATE

Interviews will be held in June 2023.

We will notify you either way if you have been selected for interview or not.

CURRENT BOARD MEMBERS



MICHAEL JUDGE

Chair of Board of Trustees

Michael is a local resident and Director, New International Encounter Theatre.



POLLY RICHARDS

Vice Chair

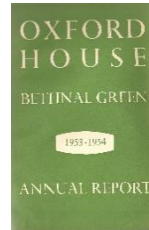
Polly is a local resident and Interpretation and Master Planning Consultant.



JAMIE ANDREWS

Vice Chair

Jamie is Head of Cultural Engagement at The British Library.



IBRAR ALYAS

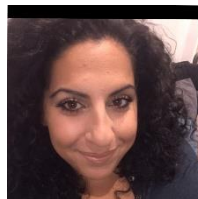
Treasurer

Ibby is Head of Programme Management, Market Risk Technology at Credit Suisse.



DILRUBA BEGUM

Dilruba was born and schooled in Tower Hamlets and is currently an Account Manager with BAE Systems.



ROXI MITCHELL

Roxi Mitchell is Senior Programmes and Partnerships Manager with You Make It with extensive experience of working in East London.



LINDA KAUR

Linda is a local resident and businesswoman and Director/Owner of local business, Khalsa School Wear



LYNDA CARNAL

Lynda is a local resident and Executive Director E-commerce Europe for Claire's with 18+ years of digital experience including brand management and digital content

ROBERT ROBINSON

Rob is a local resident and co-created Notes Coffee Ltd.