



## **OUTSIDE EDGE THEATRE COMPANY**

## **RECRUITMENT PACK FOR TRUSTEES, TREASURER & DEPUTY CHAIR**

*Write Two performance at the Royal Court*

**We are looking for individuals to join us on the Board of Outside Edge, who share our passion about changing lives through the power of theatre.**



For nearly 25 years Outside Edge has created theatre productions about issues related to addiction and offered free drama activities to help people at-risk and affected by addiction to live healthier lives. Our inclusive weekly arts activities encourage service users and audiences to develop healthy habits, discover new talents and reclaim centre stage in their own lives.

As you'll read here, our work plays a vital role in the lives of our community, contributing to their recovery by providing unique opportunities for creative expression and the rebuilding of self-esteem.

We are a dedicated and passionate team, and the only theatre company in the UK doing what we do. We achieve a huge amount through the talent and hard work of our staff, overseen by our Board of Trustees.

As we approach our 25<sup>th</sup> Anniversary in 2024, we're reviewing our income generating activity, refreshing our brand and website and working towards the celebration of our 25<sup>th</sup> anniversary. We're also looking to bring new energy and expertise onto our Board with the recruitment of new Trustees. We're keen to meet people with fresh perspectives, valuable skills and a desire to contribute and help us further our mission.

If you share our values, want to make a real difference to the lives of our community and would like to explore this opportunity further, then we'd love to hear from you.

**Tom Robertson, Chair of the Board of Trustees**

*Social prescribing Drama Taster Session*

## ABOUT OUTSIDE EDGE THEATRE COMPANY



Service User social event

Outside Edge Theatre Company is the UK's only theatre and participatory arts charity focused on fighting addiction. Founded in 1999 by Phil Fox, an actor and recovering heroin addict, Outside Edge's peer-led drama workshops support people affected by substance misuse to rebuild self-confidence, improve wellbeing and make healthier choices.

Outside Edge also produces theatre performances about issues related to substance misuse that tour to theatres, treatment centres, prisons and schools. These are often written and performed by participants and celebrate their ability to achieve their full potential through engaging in drama. Over the past 24 years Outside Edge has produced over 60 productions and our work has impacted thousands of people.

Outside Edge's arts-based interventions offer fun, creative activities within an on-going peer-support network. Our facilitators and peer mentors, many of whom are ex-service users, work in-depth with participants to ensure individual needs are met as they progress through Outside Edge's skills programme. This person-centred approach accounts for why 89% of recent participants surveyed said Outside Edge strengthened their recovery.

Based in Tower Hamlets, in 2023/24 Outside Edge delivered 446 workshops for 636 people who attended 4,079 times.

Service Users have said:

***"If it wasn't for Outside Edge I would keep relapsing, but I love Outside Edge more than drinking or drugs."***

***"I'm so grateful because it's unlocked something I've been looking for for a long time.... I feel encouraged and I am really moved by that."***

## OUR IMPACT



Service User social event

### Case Study: From Outside Edge Drama Drop-in to Netflix

‘Letitia’ is a participant who started attending our Women’s Drama Group during lockdown, then went on to join our drop-in script writing group and then our intermediate writing group at the Royal Court Theatre. Through connecting with us she now has been given money and space to further develop her play at the Royal Court and is doing an internship at Netflix.

“I just knew when I left treatment this time I had to fill my time with something and as I still had no clue what I actually wanted to do with my life and time now clean I felt that Outside Edge would be a safe place to help me gain confidence and give me structure while I figured it out.”

“It’s given me structure and stability at a time when not much else felt stable. It’s massively helped me with my confidence and I have been encouraged to continue to pursue new found passions and talents, which I would never of done if I hadn’t of started with Outside Edge. It’s helping me build on skills I never knew I had and take them into my daily life and has given me a new found joy and sense of hope.”

Other Service Users have said:

***“The work is helping me with my recovery. I haven’t ‘picked up’ and am leaning into the company to support me as I battle alcoholism.”***

***“I see the change in myself and others from when I came in. I’m learning and taking risks. It’s so important to have fun because that’s what’s been missing in my life.”***

## What is a Trustee?

Trustees have overall responsibility for a charity and are responsible for making sure it's doing what it was set up to do. Trustees use their skills and experience to support their charities, helping them achieve their aims. The Board of Trustees share responsibility for the legal, financial and compliance duties of the charity, and has responsibility for appointing the Artistic Director / CEO of the company.

Trustees play an active role in strategic planning, scrutiny, questioning the impact of charity's work, holding the organisation to account and, where necessary, acting as a critical but supportive friend.

Being a Trustee means making decisions that will impact people's lives and gives you the opportunity to make an important difference to specific communities and to society as a whole. Trustees also learn new skills and gain valuable experiences during their time on a Board.

## What will you do as a Trustee?

As a Trustee you will provide advice, knowledge and support to the team at Outside Edge and ensure we make the best decisions to deliver our core mission.

With the steer of the Chair, the Board of Trustees ensures we pursue our purpose responsibly and are compliant with our governing documents, charity law and other relevant legislation. The Board reviews and advises on best practice and appropriate policies and procedures and upholds excellent governance.

All Trustees should use their specific skills, knowledge or experience to help the Board of Trustees reach informed decisions in the best interest of Outside Edge.

This will involve reading and scrutinising Board papers, joining discussions and providing guidance as requested by the Board on the management of the company or other issues relevant to the area of our work in which the Trustee has expertise.

## What are we looking for?

Outside Edge is looking to broaden our Board's diversity of thought with creative and strategic thinkers. We're keen to meet people with great communication skills, alongside the ability to exercise objective and independent judgement. The most important factor, however, is that candidates bring energy, enthusiasm and commitment to the role and a willingness to devote the necessary time and effort.

## TRUSTEE ROLES AND RESPONSIBILITIES

- Ensure that Outside Edge pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations
- Contribute actively to discussions at Board meetings to ensure our decision-making is carefully considered, well-rounded and robust
- Contribute individual skills and knowledge in support of our vision and strategic delivery
- Uphold the values of Outside Edge
- Advocate for the work and vision of Outside Edge and act as ambassador locally and nationally
- Participate actively in fundraising activities, including attendance at events and meetings and by stewarding relationships
- Identify and suggest avenues for future investment and growth
- Ensure the long-term financial sustainability of the charity and advise on the best use of its resources
- Assist with the evaluation and review of the policies, goals and targets of the charity
- Provide oversight to ensure the effective management and efficient operations of the charity to help it achieve its short-term, medium-term and long-term goals
- Contribute to working groups for specific focus areas
- Be available to the AD / CEO and wider team to helping them achieve the aims of the organisation



*Check-in/Check-out at the VALUT Festival*

## Experience and expertise

We welcome applications from anyone who believes they could add value to the Outside Edge Board of Trustees. We are particularly interested, however, in hearing from candidates with professional experience in the following areas:

- **Fundraising for health & wellbeing charities and/or arts organisations**
- **Participatory arts, including Safeguarding**
- **Theatre-making and performance**
- **Finance, particularly Charity Finance**
- **Equality, Diversity and Inclusion**
- **Drug and alcohol recovery services, particularly fee-paying services**
- **Corporate Social Responsibility (CSR) management**

## Including everyone

Outside Edge aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of our participants, audiences and artists. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge.

We particularly want to encourage people to apply for this role who have lived experience of being affected by addiction and those who are representative of the diverse communities we serve. We are therefore especially keen to hear from you if you identify as African and African Caribbean heritage, East Asian heritage, Global majority, LGBTQIA+ and/or non-binary, South Asian heritage or Working Class.

Previous experience of being a Trustee is always valuable, but we welcome applications from people who have not done this before. If you feel you connect with our work and our values and have the skills/knowledge we are looking for, then we'd love to hear from you. If you join the board, you will have an induction and onboarding experience to support you with your role and get you connected with the rest of the organisation.

## We are also looking to fill two specific new roles

In addition to recruiting new Trustees with general responsibilities, we are looking to appoint two specific Board roles: **Treasurer** and **Deputy Chair of the Board**. Details of these two specific roles are on the following pages

## TREASURER

Alongside their Trustee responsibilities outlined on page 5, the Treasurer will oversee all financial aspects of the Charity on behalf of the Board of Trustees to evaluate our financial position and associated risks.

They will assist the Chair and the Artistic Director / CEO in ensuring that the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

This would be a suitable role for someone with a background in Finance, particularly Charity Finance.

- Ensure that the charity operates within the financial guidelines set out in current legislation by the Charity Commission, in the Charity's governing documents and by the Board
- Chair Finance sub-committee meetings (meets quarterly ahead of each Board meeting)
- Work with the AD / CEO to review and update our financial management procedures to support strong Governance and financial controls
- Identify and bring to the attention of the Board any financial risks facing the Charity
- Identify opportunities for the charity to maximise its financial position through efficient management of funds
- Ensure the Charity's financial resources are sufficient to meet current and future needs, advise the Board on the reserves policy, and to ensure that this policy is reviewed and monitored regularly
- Scrutinise the proposed annual budget, cash flow forecasts and financial reports and advise and guide the Board accordingly
- Review longer term forecasts of income and expenditure, and to review and monitor financial trends within the Charity and the sector within which the Charity operates
- Contribute to audit processes, including preparing Annual Accounts with the charity's accountant and AD/CEO

## DEPUTY CHAIR OF THE BOARD

Alongside their Trustee responsibilities outlined on page 5, the Deputy Chair will work particularly closely with the Chair, to support them with the execution of their duties. They will collaborate and act as a sounding board for the Chair, to contribute to well-rounded and thought-through decisions.

They will have a particular focus on governance and compliance, to ensure the Board of Trustees and charity as a whole meets all regulatory requirements.

Where necessary, they will deputise for the Chair at meetings and events, including leading Board meetings if the Chair is not available.

This would be a suitable role for someone with an understanding of administration, but all applications are welcome.

## Leadership, Efficiency & Effectiveness

- Work with the Chair and AD / CEO to formulate strategic plans and regular review of long-term strategic aims of the charity
- Liaise with the Chair and AD / CEO to plan, arrange and produce meeting agendas
- Work with the AD / CEO to develop and implement organisational policies
- Facilitate positive change and address conflict within the Board of Trustees, within the organisation
- Review complaints or grievances as defined by the organisation's complaints procedure

## Governance & Compliance

- Ensure the Board of Trustees complies with the relevant charity and company regulations, including the completion of the official returns to Companies House and Charity Commission
- Ensure that Company Law, Charity Law and regulatory requirements of reporting and public accountability are complied with
- Oversee the induction of new Trustees into the charity, including the undertaking of the Disclosure and Barring check (DBS)
- Act as custodian of the constitution, in liaison with the Trustees, reviewing its appropriateness and monitoring that the Charity's activities reflect the objects set out in the governing document
- Ensure the Board of Trustees understands and fulfils its legal and statutory responsibilities
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation
- Ensure adherence around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees

## Time commitment

Trustees are expected to attend and contribute to Board meetings in person wherever possible (online attendance is possible in certain circumstances). We hold 4 Board meetings a year, typically from 5-8pm on the 3<sup>rd</sup> Thursday of the last month of each quarter. Additionally, we hold one strategy Away Day per year.

There will also be opportunities to contribute to one of our sub-committees, which currently include Finance, Diversity & Inclusion and Planning for our 25<sup>th</sup> Anniversary celebration in 2025.

You may also be called upon for advice or assistance by the Artistic Director / CEO or wider team between meetings, to share views, advice and opinions on specific operational questions relevant to your experience.

You will be expected to attend at least three Outside Edge performances, sharing events or social activities throughout the year. This is to ensure you remain close to our output and are visible to our Service Users. These are very enjoyable and engaging experiences and keep Trustees focused on our core purpose and the impact of our work.

## Remuneration

These are voluntary roles. Food is provided at the quarterly Board meetings and strategy away days.

## How to apply and interviews

If you would like to put yourself forward as a Trustee, Treasurer or Deputy Chair, please send a CV and covering letter outlining your interest and suitability for the role to **recruitment@edgetc.org** by **Friday 24 May, 12pm**. We aim to meet with suitable candidates w/c 3 June.

Please indicate in your email if you would like to be considered as a Trustee, Treasurer or Deputy Chair.

Please feel free to contact us if you require further assistance or would like to submit your application in an alternative format. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010.

## Equal Opportunities Monitoring

We also ask all applicants to complete an equal opportunities online monitoring form, which can be found here: [www.tfaforms.com/5122351](http://www.tfaforms.com/5122351)

## Data Protection

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.