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# RECRUITMENT PACK

REVOLUTON ARTS  
BOARD OF TRUSTEES

# Welcome Note from the Chair

Thank you for your interest in joining the Revoluton Arts CIO Board of Trustees. This is an exciting time to join us in a voluntary non-executive leadership role supporting our CEO/Creative Director, Lindsey Pugh, and our fantastic staff team.

Revoluton Arts has just achieved Charitable Incorporated Organisation (CIO) status. We are looking for new Trustees to join us as we enter a new phase in our development as an independent charitable organisation on a mission to make bold creative projects in Luton and with other towns like Luton.

We deliver our mission through cultivating, showcasing and growing world class creativity with Luton's communities. Revoluton Arts is committed to communities taking the lead, co-creating events and programmes that inspire and support more people to engage in creativity in all forms.

Whether you already have Board experience or are thinking of applying for the first time, we'd love you to consider joining us.

More information on how to apply is included at the end of this pack.

We look forward to hearing from you.

Matthew Jones, Chair of the Board of Trustees.  
October 2024.



Photo Credits: Aleksandra Warchol

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# About Revoluton

## Who We Are

We run an award-winning creative programme co-created with our local communities. Our work ranges from commissioning arts events and projects to capacity building and supporting the growth of creative talent within and beyond Luton.

“ We believe the spirit of Luton encapsulates activism, warmth, and generosity. The spirit of our work is captured in our name – Revoluton.

We work with artists and communities – across a range of art forms and disciplines – to produce creative work that promotes positive futures for people and place. We provide support, resource, and mentoring to artists and emerging creative practitioners. We facilitate pathways for people to engage with creativity, as professional practitioners, participants, and as audience members.

## Our Plan

Revoluton Arts has developed a new three-year strategy and business plan that will see more communities engaging with our work in-person and online as creatives, participants and co-designers. This is alongside building ambitious local and international partnerships to increase cultural reach and social impact in Luton and beyond.

This business plan sets out the first three years of the emerging longer-term strategy, detailing delivery of activity currently supported by Arts Council England, Bloomberg

Philanthropies, Esmée Fairbairn Foundation, the National Lottery Heritage Fund, and Luton’s Business Improvement District (BID) alongside plans for delivery of wider creative and organisational ambition with an associated strategy for fundraising and income generation.

This is an exciting time in the development of the organisation. Our work as a newly established CIO will take us beyond the geographical boundaries of Luton, delivering ambitious creative work additional to the remit of our primary funded programme, Creative People and Places (CPP).

Our work remains deeply rooted in Luton and our creative programme will be co-created with communities in Luton and beyond. Building on experience gained through producing work within previous CPP activity, Revoluton Arts will further develop its role as a producer of bold new work, building ambitious new partnerships at local, national and international level.

Central to this plan is an ambition to locate Luton in the world, as a place that is globally representative and super-diverse. Our work puts Luton on the map; sharing the many great things that contribute to Luton’s cultural vibrancy.

“ Since our inception in 2015, our programme has attracted over 200,000 in-person engagements and over 1.2 million online.

# Our Vision, Mission and Values

Our vision is for communities to connect through creativity, locally and globally, uniting to define their positive futures.

Our mission is to unite communities and creatives as the collective catalyst for change. We locate Luton in the world. We do this by connecting the people of Luton with standout creative practitioners – locally and beyond – to create cultural activities that bring positive change to people and places.

Our values are:

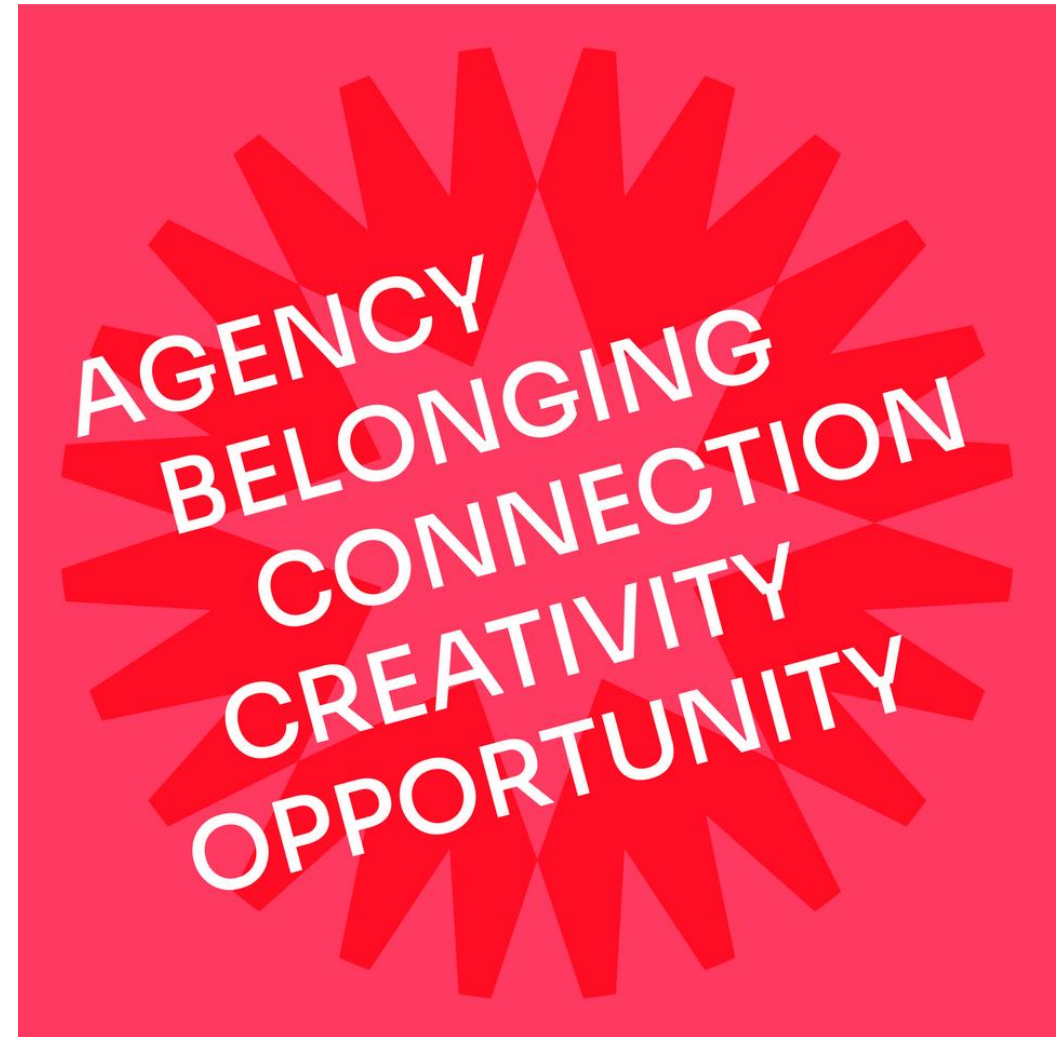
**Agency** (affirming the voice, choice, and power of marginalised communities to bring positive change).

**Belonging** (celebrating place, and creating a sense of acceptance and freedom).

**Connection** (uniting people and forming partnerships towards a common purpose).

**Creativity** (nurturing talent, promoting everyday creativity, and producing creative work made in Luton).

**Opportunity** (providing and promoting access to arts and creativity for leisure, learning, and livelihood).





# About the Role

The Board of Trustees has overall responsibility for ensuring we meet our legal and regulatory obligations, including to the Charity Commission as a registered CIO. Trustees are instrumental in ensuring that Revoluton Arts fulfils its mission and strategic objectives, in a way that is driven by our values and remains financially sustainable and environmentally responsible.

Trustees serve for a minimum of three years (one term) and can serve for a maximum of nine years across three terms.

The role is unremunerated although expenses can be reimbursed for travel to Board meetings as required.

The day-to-day management of the company and delivery of work is delegated to the CEO/Creative Director, Executive Director, and staff team.

Our current Board of Directors are:

- Matthew Jones – Revoluton Arts CIO Chair and Director of 1Degree East.
- Asma Hussain - freelance fundraising consultant.
- Andrew Calvert - Retired Executive Manager of Tokko Youth Centre, and Rotarian at Luton Someries.
- Dr Mohammad Alramahi – Principal Lecturer in Law and Portfolio Leader for Postgraduate Law Programmes, University of Bedfordshire.



# Key Responsibilities

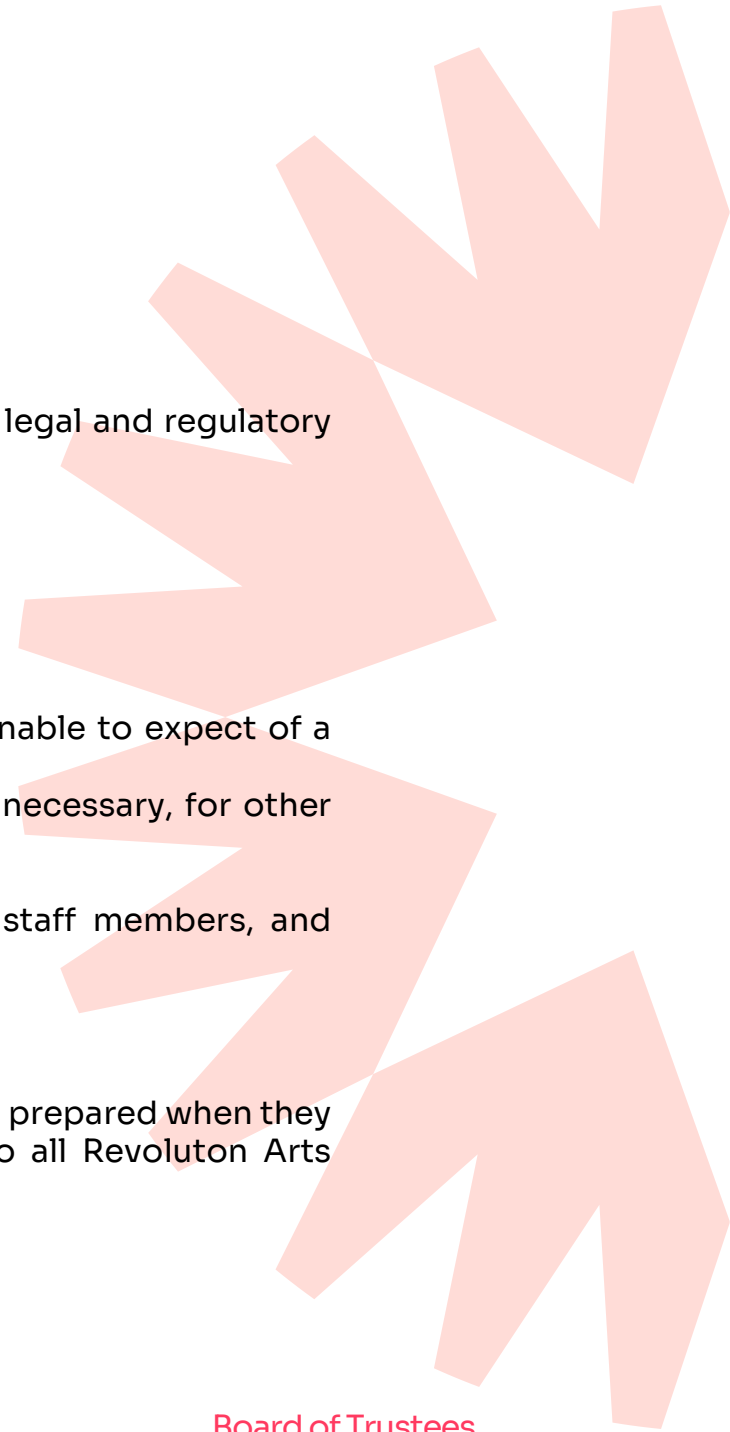
## Role Specification

The Board of Trustees has overall responsibility for ensuring the charity meets its legal and regulatory obligations, including to the Charity Commission.

The main responsibilities of Board members include:

- Providing support to the organisation's purpose, vision, goals and activities.
- Acting in the interest of Revoluton Arts with care and diligence that is reasonable to expect of a person who is managing the affairs of another body.
- Translating the risks and opportunities of your specific area of specialism, if necessary, for other members of the Board.
- Drawing on networks, as appropriate, to support Revoluton Arts' work.
- Assist in developing and maintaining positive relations among the Board, staff members, and community, to enhance Revoluton Arts' mission.

Board members will attend board meetings and development days regularly, and be prepared when they come, having read all preparatory documents. Board members will be invited to all Revoluton Arts events.







# Person Specification

We are interested in hearing from individuals who bring a passion for, or background in the arts, and who are well connected and have the passion to advocate for Revolution Arts to guide the growth of this organisation.

Our overarching person specification is for Board members to:

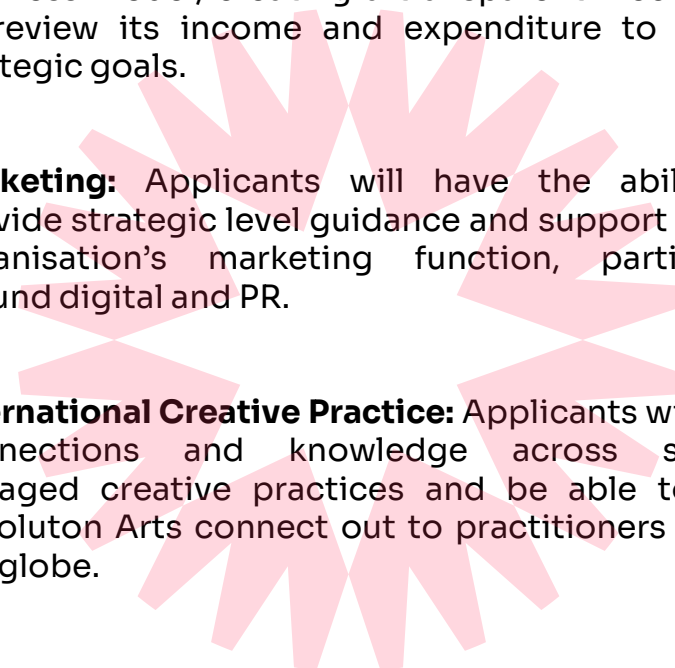
- Have a knowledge of and commitment to Revolution Arts' mission
- Have an understanding of the barriers faced by disadvantaged and socially excluded groups, together with an understanding of and commitment to equal opportunities and practice
- Excellent listening, analytical, and comprehension skills
- Excellent judgement and a high level of integrity
- Be an open-minded strategic thinker, able to take a strategic view across the full range of issues affecting Revolution Arts
- Be able to command trust and respect from colleagues and stakeholders
- Have the ability to understand complex issues and discern what is significant before meetings
- A willingness to undertake training.

We are particularly interested in hearing from candidates who have a background in finance and operations, safeguarding, marketing and inter/national socially engaged creative practice.

**Finance and operations:** Applicants will be able to guide the charity as it reviews and modernises its business model, creating a transparent mechanism to review its income and expenditure to realise strategic goals.

**Marketing:** Applicants will have the ability to provide strategic level guidance and support for the organisation's marketing function, particularly around digital and PR.

**International Creative Practice:** Applicants will have connections and knowledge across socially engaged creative practices and be able to help Revolution Arts connect out to practitioners across the globe.



# Person Specification

## **Commitment to Diversity, Equity, and Inclusion.**

Revoluton Arts CIO welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability. We are looking for greater gender equality on the Board of Trustees. Applications from individuals from ethnic minority groups, or of international heritage, would be particularly encouraged. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

Revoluton Arts recognises that each Board member is a leader in their own right and comes with a unique set of professional skills and personal experiences that enrich our organisation, whether that's experience in marketing and company management, or local knowledge, creative expertise and an understanding of how best to support and safeguard children, young people and adults at risk.

Therefore, we especially welcome applications from people who are currently excluded from the creative industries, particularly in leadership roles, as well as people who might be considering a Board-level role for the first time.

## **Time Commitment**

Trustees meet four times a year, along with an additional Board awayday with the executive leadership. These meetings last approximately two hours each and are the space for Trustees to make decisions.

Meetings are generally held in June, September, November and March. The meetings may take place in person or virtually. The Board may meet more frequently provided the Board members agree. The Board may also approve recommendations via a written procedure.

There is an additional date confirmed for trustee governance training on the afternoon of 20 March, 14:00 - 16:00 hrs.

Board members may be asked to provide additional expertise and support, depending on their skills and responsibilities, to the Senior Management Team in specific areas, or to a particular workstream.

# Application Details

## How to Apply

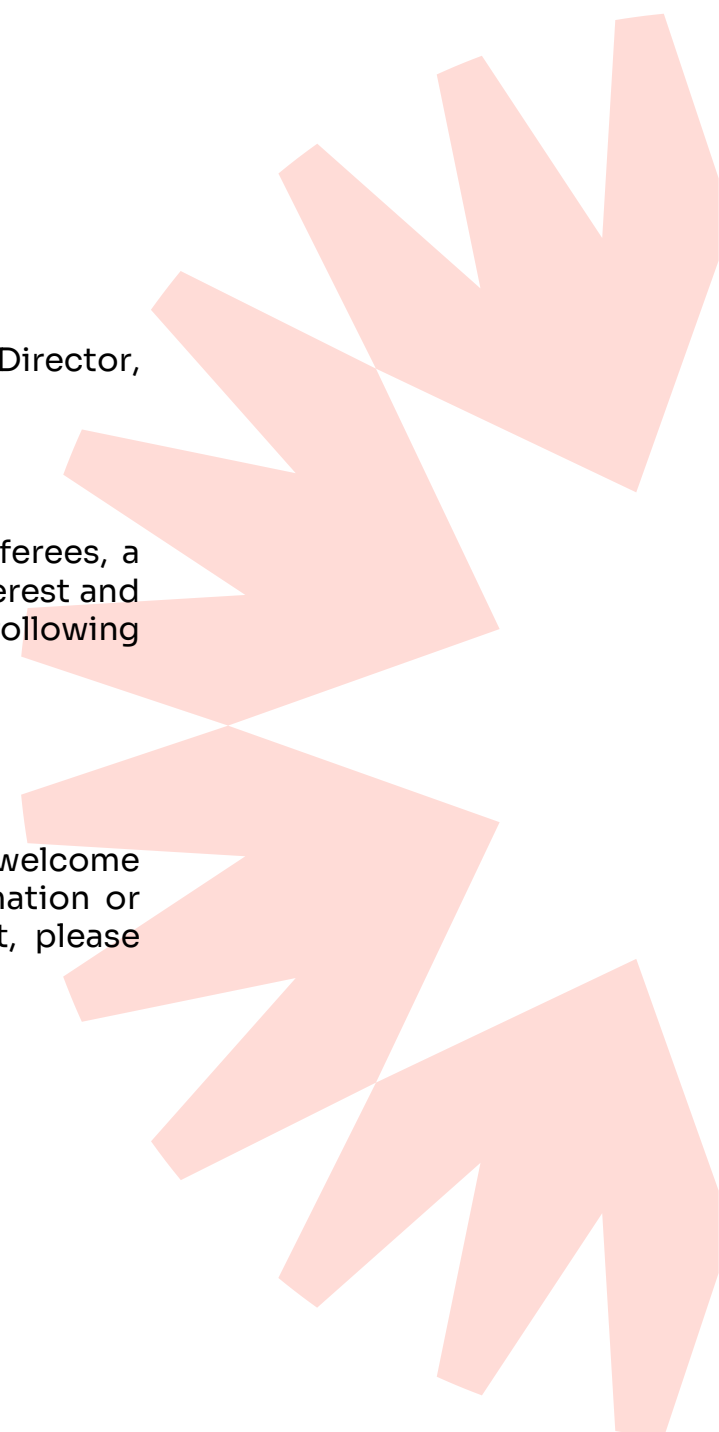
If you would like an informal conversation about the position with the CEO/Creative Director, Lindsey Pugh, in advance of applying, please email us on [hello@revolutonarts.com](mailto:hello@revolutonarts.com).

Please email your application to: [hello@revolutonarts.com](mailto:hello@revolutonarts.com)

To submit an application, please send in an up-to-date CV, with details of two referees, a completed Equal Opportunities Form, and a supporting statement outlining your interest and why your experience makes you an excellent fit for the role. We will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4.
- Video submission that is no longer than 5 minutes.
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes.

Revoluton Arts is a diverse organisation, committed to equal opportunities, and we welcome applications from all sections of the community. If you require any further information or assistance in making an application, or this information in an alternative format, please contact us on [hello@revolutonarts.com](mailto:hello@revolutonarts.com) or 01582 345560.





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