



Are You Ready to Join Our Team?

Trustee Recruitment Pack – Treasurer

About Us

We are in the process of formulating a new strategy for The Carnegie. Our new strategy will build on the relevant elements of the organisation's existing Business Plan, taking a measured approach to strategic development.

This strategy will be formulated through conversation and consultation with the Board of Trustees, the permanent staff team, our volunteers, creative and production experts and key stakeholders.

Whilst not yet fully set in stone, some of our strategic priorities over the coming years will include:

- Financial stability, via diversification of income streams to reduce our reliance on ticket income and a focus on optimising show attendance and establishing our food and drink offer through Café Carnegie as a venue, optimising both daytime and evening income
- Increased audience reach, including introducing new audiences to the venue as well as increasing loyalty from existing
- An increasing commitment to develop, nurture and commission new work and artistic talent, as a creative community resource through collaborating with local and national partners
- Increasing our learning and engagement work, as well as our local relevance
- Further embedding our equity, diversity and inclusion work across the organisation and the work that we do.
- Striving to better support those who work for us



We receive no regular public subsidy, relying entirely on earned income and charitable contributions.

Would you like to play a part in the future of one of West Cumbria's oldest community venues?

Current Governance Structure

As the governing body of The Carnegie, the Carnegie Theatre Trust (CTT) Board has ultimate responsibility for the governance and strategic direction of the organisation in pursuance of its charitable objectives.

Working alongside the Board are three recognised sub-committees: Finance & Risk, Buildings and Infrastructure and Carnegie Workington Ltd Board of Directors (CWL being the trading arm of the charity). These three sub-committees report into the CTT Board.

Specific Trustee responsibilities include:

- Ensure the charity is carrying out its purposes to the public benefit
- Ensuring that the charity complies with its governing document and the law, and is held appropriately accountable
- Manage the charity's resources responsibly ensuring its effective and efficient administration as well as its financial stability
- Safeguard the reputation and values of the organisation
- Act in the charity's best interests and with reasonable care and skill
- Playing a collaborative, engaged and committed role in the long-term growth and development of the organisation, providing guidance, advice and constructive challenge as required and appropriate
- Dedication to the charity's cause and objectives and willingness to act as the charity's ambassador to external bodies, individuals, charities and companies



Alongside an excellent team of staff the Carnegie relies heavily on a dedicated team of volunteers to do our work.

Who we're looking for

We are a small charity looking for a passionate and committed individual who loves theatre and the arts, believes in the work we can do and who wants to play a part in our next chapter of growth and development. You do not need to have been a trustee before or have previous board experience. The successful candidate will ideally have a background in finance, strategy, governance and risk management.

As part of our commitment to achieve greater diversity so that our organisation better reflects the place and country that we live in we are also keen to hear from those currently underrepresented on our Board of Trustees, particularly Black and Ethnic Minority people, those who are disabled, and those from the LGBTQ+ community

The general attributes we are looking for in potential trustees include:

- Good independent judgement
- An ability to think creatively and strategically
- An ability to collaborate and work as part of a team
- Effective interpersonal skills, and a willingness to act as an ambassador for The Carnegie
- An active commitment to equity, diversity and inclusion
- An ability to command trust and respect
- An understanding and acceptance of the legal duties and responsibilities of being a trustee
- A willingness to devote the necessary time and effort required
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership



First visit to this charming theatre...enjoyed the whole experience, a lovely evening, will be back for more...people should realise what we have on our doorstep and support it fully.

Henry S.



Expectations

What We Ask of You

- The Treasurer will be expected to visit the charity office at least once every two months to meet with members of the senior leadership team
- To serve an initial term of 2 years, with the possibility of re-appointment until 5 consecutive years' service has been reached
- To attend a minimum of 4 x 2-hour Board Meetings a year as well as an annual Away Day
- To chair one of the Board's Sub Committees – Finance and Risk
- To provide specialist advice and expertise as required and appropriate
- To advocate and champion our work, values, ambition and strategic direction.

What You Can Expect From Us

- The opportunity to help shape the future direction of one of West Cumbria's oldest community venues and be part of an active, loyal and engaged group of Trustees
 - Flexibility when it comes to attending meetings either in person or remotely via video call
 - A full Trustee induction with current Trustees and permanent staff
 - Regular training and development opportunities
 - An offer of an annual 1-2-1 with the Chair
- Please note that Trustee roles are voluntary and therefore unpaid, however reasonable out-of-pocket expenses can be covered.



Key tasks of the Treasurer / Trustee

The treasurer will oversee the monitoring of the organisation's finances on behalf of the whole board of trustees, to report regularly on them to the board, and to make sure that money and property are properly managed. They will ensure that bookkeeping, record keeping, and budgeting are done properly. This includes:

- Ensuring proper systems are in place for budgeting, financial control and reporting
- Overseeing and monitoring procedures to reduce the risk of fraud
- Keeping all trustees properly informed about the state of the organisation's finances
- Ensuring financial reports to the trustees are comprehensible and properly discussed
- Ensuring accounts and other financial reports are produced in the proper form and on time as required by other bodies (such as the Charity Commission and Companies House)
- Overseeing the appointment and communications with auditors or independent examiners, according to legal requirements
- Monitor the overarching strategic management of the organisation's financial resources, and report to the senior leadership team and the board
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals
- Act as a counter signatory for online banking and applications to funders



A varied and excellent programme of theatre and arts experiences in a comfortable and clean environment. If you have never been give it a go.

Michael Jardine

Main Responsibilities

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year
- Suggest alternative scenarios while evaluating strategic plans as part of the risk management process and as part of performance and reporting scenarios
- Ensure a high standard of management accounting is maintained to support informed financial decisions and efficient management of daily operations
- Support the senior leadership team to prepare, produce and monitor the management accounts regularly
- Create greater transparency and accountability to improve resource allocation and the charity's image by adding specific measures as per the Charities Statement of Recorded Practice (SORP) guidelines
- Explain technicalities of accounts in plain language which is fully understood by the trustees
- Review the reserves policy and safeguard the organisation's finances
- Keep the board informed of free reserves position regularly and provide advice to cope with changing circumstances
- Chair finance and risk sub-committee in line with standing orders and terms of reference and report findings/developments back to the board of trustees
- Advise on the financial implications of the charity's strategic plans

Whenever I have attended shows at The Carnegie, I have always enjoyed the entertainment and the electric atmosphere.

John Hastings



Person Specification

- Qualified accountant with demonstration of not-for-profit awareness and knowledge
- Competent IT skills, with working knowledge of Xero (or similar accounting software)
- Proven ability to communicate and explain financial information to members of the board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and the Treasurer role in particular
- Good communication and leadership skills



How to Apply

To apply for this role, please send the following to Elizabeth.Hodgson@carnegietheatre.co.uk by no later than midnight on the 4th October with:

- A brief covering letter OR a short video of yourself (no more than 5 minutes), detailing why you're interested in becoming a Trustee of The Carnegie and what you would bring to the role
- Your CV (no more than two A4 pages)
- A completed Equal Opportunities Form (available from our website here: www.carnegietheatre.co.uk/vacancies). This Form will be kept separate to your application throughout the recruitment process.

If you'd like to have an informal conversation with one of our current Trustees before applying, please e-mail Elizabeth.Hodgson@carnegietheatre.co.uk.

Applications for this role are open to all, regardless of disability, ethnicity, sexuality, gender identity, religion, caring responsibilities, and/or socio-economic background. Our ambition is to achieve a greater diversity so that our organisation better reflects the country in which we live. We are keen to hear from people who are currently under-represented and more widely in the theatre industry, particularly Black and Ethnic Minority people, those who are disabled, and those from the LGBTQ+ community.