



## TRUSTEE APPLICATION PACK- TREASURER

We are recruiting for new trustees with energy and inspiration to work with the board to strategically support the organisation.

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### PART ONE: BACKGROUND AND CONTEXT

Pedestrian is a leading arts organisation specialising in music and arts education based in the heart of Leicester's bustling city centre. Since 1998, we have built a strong track record of delivering high quality creative sessions that has seen us complete over 14,000 workshops.

We provide education, training and outreach projects for young people at risk, vulnerable adults and communities in Leicester, Leicestershire and across the Midlands. Our participants are often socially excluded, not in education, employment or training (NEET) or experiencing disadvantage.

Pedestrian's board are seeking to appoint **new trustees**, who have the enthusiasm and skills to help us achieve our aims and objectives over the next phase of Pedestrian's growth. You will be part of a team of skilled people who are passionate about supporting the valuable work Pedestrian does in transforming the lives of disadvantaged young people.

We believe that with the right levels of support and timely intervention everyone can achieve their goals, we call this 'Pioneering Potential'. Our programme of work embeds proven mechanisms that develop confidence, emotional resilience and increase self-esteem. This in turn leads to success in a variety of forms including employment, job creation and education progression.

Our skill set is informed by our core studio staff team and diverse delivery team, experts in their fields with a passion for creating meaningful learning experiences for others. We value the creative industries and the talented professionals within it, championing a learning and development culture for our staff congruent to the learning and development experienced by our participants.

Pedestrian welcomes candidates from all backgrounds and applications are particularly sought from those with knowledge of the education sector (both public and privately led institutions and academies), HR/ employment law, fundraising, marketing and PR, operational, youth offending and criminal justice systems.





Our programme currently consists of three main areas:

### 1) Early intervention and outreach

Programmes which aim to invest in the potential of those experiencing barriers such as isolation caused by geographical or economical factors, or those at risk of criminalisation or other harmful/risky practices.

### 2) Alternative Education

Programmes which aim to support those struggling or who have struggled in mainstream education to achieve their goals. Utilising mentoring principles to develop the whole person, alongside a framework of recognised accreditation which is appropriate to the level, needs and interest of the learner.

### 3) Progression and training

Supporting young people and adults to progress into the next phase of their education/training, including programmes which seek to train emerging practitioners and practicing professionals.

Pedestrian currently offer qualifications through NCFE (including qualifications recognised under progress 8) and all levels of Arts Award. It is our aim to continue to offer qualifications which deliver the best possible outcomes for those undertaking them, in terms of appropriateness of content and requirements, but also in terms of value in securing suitable progression opportunities.

## Our History

Pedestrian was conceived in late 1997 as a vehicle for providing training to 11-24 year olds in the creation of music using vinyl records and turntables, or Turntablism.

In 1998 the organisation was formally constituted as a not-for-profit. A successful Awards for All grant enabled the establishment of premises in Northampton, seeing over 150 11-24 year olds pass through its doors in its first year.

From 1999 to 2004 the organisation continued to grow and began developing consultancy services to local councils and youth organisations. Pedestrian developed a pool of regional coordinators and tutors and began introducing web and graphic design, event promotion, break dancing, graffiti, skateboarding, BMX and basketball into its delivery. Pedestrian became part of the Kettering and Corby Youth Music Action zone, securing funds from the National Foundation for Youth Music, which helped to further develop Pedestrian's influence in regional provision for young people experiencing disadvantage.

In 2004 The Tutoritool™; The world's first interactive turntablism tutorial vinyl tool, was conceived and produced by Pedestrian. The product was created in order to teach and inspire the next generation of artists and turntablists, and evolved through 3 versions in its history, achieving international recognition.





In 2007 Pedestrian launched into a new phase in its history, becoming a charity registered in England and Wales, having firmly cemented its roots in the East Midlands with a base in the heart of Leicester's Cultural Quarter.

2008 to 2013 saw Pedestrian developing its offer of Alternative Education Provision (AEP) for young people aged 14-16 at risk of exclusion from mainstream education. A programme of Level 1 and Level 2 accredited programmes was established with the OCNWMR (Open College Network West Midlands) awarding body. Pedestrian's delivery widened to encompass multiple artforms with a core focus of Pioneering Potential in all those we engage.

2013 to 2018 saw huge changes in the shape of the charity, expanding in capacity through a widened staff team, expanding programmes including the breadth of courses offered through AEP and qualifications accredited via NCFE (Northern Council for Further Education), and deepening the impact made in wide-ranging communities of need, thanks to an ever growing list of supporters, partners, tutors and funders. The energy and innovation of our early beginnings flows through all we do and we continue to respond swiftly to needs identified. We take pride in training generation after generation of arts practitioners and educators to take our values forward.

Since 2019, we have continued to work with different communities providing creative opportunities to engage in the arts and education. We have also established ourselves nationally as providing authentic experiences for young people to learn about careers in music and the creative sector through our Perfect Score conference which brought music industry partners and young people together for the first time. In 2020, we appointed a new Director who will be working towards creating our new business plan from 2022-2026.

## PART TWO: ROLE DESCRIPTION AND PERSON SPECIFICATION

Becoming a trustee offers the opportunity for both personal and professional development and is highly rewarding, giving you the chance to exercise existing skills and develop new ones.

### Responsibilities include

- Establishing and overseeing institutional policy and strategic direction, including defining goals, setting targets and evaluating performance. This includes overseeing the implementation of the Strategic, Business and Operational Plans.
- Ensuring Pedestrian acts within charity law, and against all relevant legislation, regulation and meets the requirements of good governance and leadership.
- Monitoring whether the activities undertaken complies with the governing purpose, mission, values & aims.
- Monitoring the financial position, ensuring it operates within its means and that there are clear lines of accountability for day-to-day financial management.
- Evaluate Pedestrian's effectiveness in accomplishing its mission.
- Ensuring appropriate procedures and safeguards are in place at all times and taking reasonable steps to ensure that these are followed.





- In addition to the above statutory duties, each board member should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This involves:
  - Scrutinising board papers
  - Leading discussions
  - Focusing on key issues
  - Providing guidance on new initiatives
  - Other issues in which the board member has special expertise

### Personal Specification & Requirements

- Commitment to the aims, principles and purpose of Pedestrian. This includes willingness and ability to always act in the best interests of the charity.
- Commitment and availability to attend Board meetings. Trustees must be willing and able to devote the necessary time and effort to the role.
- Effective communication skills and willingness to participate actively in discussion.
- Act with integrity and in Pedestrian's best interests, avoiding conflicts of interest, and using reasonable skill and care. This may include seeking external professional advice where necessary.
- An ability to work effectively as a member of the team and to take decisions for the good of Pedestrian as a whole.
- A willingness to speak their mind, whilst being able to offer objective, rational and unbiased guidance at all times
- Act as an advocate and ambassador for Pedestrian.
- The skills to analyse proposals and examine their consequences

### Time commitment

Board members are expected to attend four board meetings per year, but also to act in an ambassadorial role for Pedestrian. As a trustee, you will fulfil a crucial role in contributing to Pedestrian's organisational strength, sustainability and growth.

Board meetings are currently held weekday evenings, or weekend mornings. Trustee tenure-ship is a minimum of three years, dependant on the role and/or responsibilities of the individual Trustee.

The roles are unpaid voluntary positions and reasonable expenses are paid.

We are looking for a Treasurer to come and join our experienced Board of Trustees.

We are actively seeking someone with professional financial experience to act as treasurer to guide and advise the Board of Trustees on the approval of the budgets, accounts and financial strategy within the context of current legislation.

Our ideal candidate will have the necessary skills, experience and qualifications to:

- Provide strategic financial and business services direction and oversight
- Contribute to the development and implementation of a finance strategy, helping to secure Pedestrian's long term financial health and growth, allowing us to fulfil our mission and aims.





- Help to produce the financial reports and budgets which facilitate organisational planning and strategy, to the Board of Trustees, alongside Pedestrian's accountancy team and Director.
- Have ultimate responsibility for the efficient implementation and effective monitoring of financial policies, procedures and practices, all of which will help to ensure the smooth running of the charity
- Responsibility for finance systems & overseeing the maintenance of accurate and complete financial records
- Analysis of actual data to inform future planning and budgets

## PART THREE: APPLICATION PROCESS

### How to apply

If you're interested in joining our passionate, forward-thinking Board of Trustees, please submit an existing CV and a short covering letter, stating why you wish to be considered for the role by email to [boardrecruitment@pedestrian.info](mailto:boardrecruitment@pedestrian.info). Alternatively, you could submit a short video with relevant details.

We are really interested to know a little about yourself and why you want to be involved with the valuable work Pedestrian do. We are especially interested to know what motivations you have for applying and which skills you possess which you feel would be valuable.

If you have any questions at all about the role or any part of the application process, please contact our Chair Jenny Walters for an informal chat on 07852788999 or via email [boardrecruitment@pedestrian.info](mailto:boardrecruitment@pedestrian.info)

The application process itself will consist of an informal interview with the Chair and Director Hema Badger-Mistry at a mutually convenient time, at Pedestrian's HQ in Leicester City Centre. If you consider yourself to have a disability or have any additional needs, please let us know so that we can make any arrangements that may be necessary for you to attend interview.

Please also make sure to include clear contact details (if not on your CV) including phone, email and postal address.

Pedestrian is committed to equality of opportunity and as such applications from all backgrounds are welcomed. We encourage applications by people with lived experience of the issues faced by the young people and communities that we support.

The ideal board candidate should be 18+ years, have prior non-profit board member experience or have received formal board training, however we will provide training for the right applicants.

Please also let us know where you heard of the opportunity so we can pass on our thanks.





We will endeavour to respond to all applications as soon as we are able

Deadline for applications:

Friday 10<sup>th</sup> December 2021, 5pm

[www.pedestrian.info](http://www.pedestrian.info)

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