pedestrian



FINANCE TRUSTEE

RECRUITMENT PACK

PIONEERING POTENTIAL

Registered Charity No: 1140032

WWW.PEDESTRIAN.INFO

FINANCE TRUSTEE APPLICATION APPLICATION PACK

We are recruiting a new finance trustee with energy and inspiration to support the Treasurer and CEO as well as work with the board to strategically support the organisation.

Part One: Background and context for Pedestrian Pg 3 - 4

Part Two: Role Description and Person Specification Pg 5 - 9

Part Three: Application Process Pg 10 - 11





PART ONE:
BACKGROUND AND CONTEXT

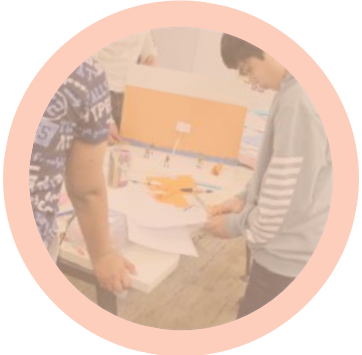
Pedestrian has been transforming the lives of vulnerable and disadvantaged children and young people in Leicester/shire through creativity since 1998. We are an arts and education organisation that provides education, outreach and training to children and young people (up to the age of 25) at risk, whom are often socially excluded, in challenging circumstances and experiencing disadvantages.

Our work increases confidence and self-esteem, improves mental health & well-being, develops lifelong skills, and gives young people a voice. We do this through three main areas of work:

- Alternative Education Provision (AEP)- we run an accredited alternative to school for 14-16 years who aren't in mainstream education.
- Early Intervention & Outreach- a series of outreach projects with schools, local groups and partner organisations supporting the most vulnerable in the community.
- Progression & Training- providing support to those interested in working in the creative sector through training, placements and qualifications.

Our mission is using the arts and creativity as a vehicle to engage, empower and enrich children and young people's lives which has seen us support approximately 2000 young people every year. We believe that with the right levels of support and timely intervention, everyone can achieve their goals. We call this 'Pioneering Potential'.

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 them, championing a learning and development culture for our staff congruent to the learning and development experienced by our participants.





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 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 has been working towards creating our new business plan from 2022-2025.

PART TWO:
JOB 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







PERSON SPECIFICATION & REQUIREMENTS

Commitment to the aims, principles and purpose of Pedestrian. This includes the willingness and the 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 make 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 on 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.







FINANCE TRUSTEE

We are actively seeking someone with professional financial experience to support the 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 CEO.
- 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





HOW TO APPLY

Application Process

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. 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 that 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 Sam Oldman for an in formal discussion via email boardrecruitment@pedestrian.info

The application process itself will consist of an informal interview with the Chair and CEO 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 an 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: On-going recruitment
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