



May 2022

Dear Applicant

Norfolk & Norwich Festival Trustee

Thank you for your interest in Norfolk & Norwich Festival Trust.

We are seeking new Trustees to join our current talented and committed board members. Following a skills audit we have identified the experience and abilities which we believe will further strengthen the board.

2022 will be the 250th anniversary of Norfolk & Norwich Festival, making this an exciting time to join us. While we deliver a 17-day Festival in May we also work year-round engaging with schools and communities across the county. The Guidance Notes below provide details of our organisation and of the skills and experience we need. Being one of the largest Arts Council National Portfolio Organisations in the area, we want to have a board which reflects diversity and offers informed challenge to our staff team.

Our Trustees work hard but also, I believe, enjoy the meetings and the opportunity to be involved with such a positive and effective organisation.

I hope the Trustee Guidance Notes below provide you with enough information, but should you have any other questions please do not hesitate to contact us.

Kind regards

A handwritten signature in blue ink that reads 'Brenda'.

Brenda Arthur

Chair



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NORFOLK NORWICH

FESTIVAL

**Guidance Notes for Trustee
Applicants**

Norfolk & Norwich Festival Trust
Registered Charity No. 1164424



Norfolk & Norwich Festival Trust is currently seeking Expressions of Interest to join our Board of Trustees.

Trustees take an active role in setting the strategic direction of the organisation and ensure its management and administration meet legal and charitable requirements.

We seek a balance of experience, skills, and knowledge across our board of up to 12 Trustees. To complement the experience of our existing Trustees we are particularly keen to hear from people with knowledge of the region in which we operate along with expertise in and understanding of either of the following:

- Senior Level Arts Experience
- Arts and Heritage
- Environmental Sustainability

We value diversity and difference and wish to represent the full diversity of our community when recruiting to the board of Trustees. We acknowledge that people from certain backgrounds are underrepresented on charity boards, and we want to address this. We are therefore keen to encourage expressions of interest from people who identify as disabled, people from culturally diverse backgrounds and people from low socio-economic backgrounds. We are also keen to ensure we maintain a good gender balance across the board. While we currently achieve this, during 2022 three female Trustees will come to the end of their terms serving the board.

Our Equality, Diversity and Inclusion Plan can be found [here](#).

About Norfolk & Norwich Festival Trust

[Norfolk & Norwich Festival](#) shares exceptional arts experiences across the East of England. We lead and support celebration, creativity, and curiosity in our community to make our part of the world a great place to live, work and play. The Festival has a [long history](#) as a celebration of community identity and aspiration. Founded in 1772 as a fundraising event for the Norfolk & Norwich Hospital it has been at the cultural heart of Norfolk ever since. While the world we live in and artistic practices have changed over time, we hold true to the central commitment of the first events: to celebrate, to share cultural experiences and to bring our community together. In 2022 we are celebrating our 250th anniversary and we are marking this landmark year through several projects with communities across our region.

Norfolk & Norwich Festival takes place in Norwich and around Norfolk for 17 days each May. The Festival programme encompasses many different artforms; it is contemporary, international and for everybody. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Year-round Norfolk & Norwich Festival undertakes initiatives and projects – these currently include Festival Bridge, Common Ground and Norfolk Open Studios (NOS) – which extend our reach and influence across East England.

- [Festival Bridge](#) creates and facilitates partnerships and networks that improve the cultural offer for all children and young people across Cambridgeshire, Norfolk, Peterborough, and Suffolk.
- [Common Ground](#) enables young people from backgrounds of low cultural engagement to lead and develop new and exciting ways for themselves and their peers to engage in their local heritage.
- [Norfolk Open Studios](#) celebrates the creative talents of the visual arts and crafts community in Norfolk. Over 16 days in October artists open their studios to visitors who can learn about, enjoy, and buy new art.

Our festival spirit, which guides the ways we work, is to be:

Creative	We champion artistic excellence and value creativity in everyone.
Curious	We explore and reflect the changing social and physical contexts in which we live.
Inclusive	We are respectful of the diversity and difference of people and their views and values.
Collaborative	We work with artists, communities, peers, partners, and stakeholders to achieve common goals.
Strategic	We balance artistic and social ambition with a sustainable business.

We currently hold two Arts Council England (ACE) National Portfolio Organisation (NPO) funding agreements. One for The Festival programme and one for Festival Bridge. From April 2023 ACE funding for Bridge organisations will no longer be ringfenced.

The Trust is currently applying to ACE for NPO funding for the next three years to enable us to bring together our experience as a leader of cultural and creative learning in the East of England, and as one of the UK's most exciting multi-artform festivals. In doing so we aim to deliver a programme of activity which rises to the challenge of our mission to make our part of the world a great place to live, learn, work and play, and makes a significant contribution to Arts Council England's Let's Create Strategy.

We also benefit from valuable local authority support from Norwich City Council, Norfolk County Council and District Councils as well as from several sponsors and individual donors.

In 2015 Norfolk & Norwich Festival Trust became a Charitable Incorporated Organisation. Registered with the Charity Commission, it also has a trading subsidiary for its commercial activity which gifts its proceeds to the Trust.

Our turnover is around £2 million. We currently have a core team of 33 (27.7 FTEs) staff, but our numbers swell with a further 90 casual staff and over 100 volunteers during Festival time.

In November 2021 we relocated our office to the Grade 1 Listed Norwich Guildhall placing us in a significant heritage building in the very heart of the City.



Person specification

Essential requirements to be a Trustee are:

- a genuine interest in the work of the Trust and empathy with its goals.
- commitment to equality.
- willingness to devote necessary time, including attending events as well as meetings.
- eligibility to be a Trustee and Director.
- ability to maintain confidentiality.

Skills Trustees might bring include:

- ability to collectively discuss and set the strategic direction of the Trust.
- capacity to communicate clearly and sensitively.
- willingness and ability to constructively challenge the executive team.
- willingness to act as ambassador and advocate for the Trust.

Trustee duties

Statutory duties of a Trustee:

- ensure the Trust carries out its purposes for the public benefit.
- ensure the Trust complies with the Trust's governing document and the law.
- act in the charity's best interests.
- ensure the Trust manages resources responsibly.
- act with reasonable care and skill.
- ensure the charity is accountable.

Further information on the role of trustees is available from the Charity Commission [here](#).

Trustees will be asked to:

- take part in four or five board meetings a year.
- scrutinise Board papers.
- act as an advocate and ambassador for the Trust.
- volunteer to join relevant committees of the Trust.
- attend performances and events during the Festival and over the year.
- support fundraising for the Trust throughout the year.
- attend other events which increase their knowledge and understanding of the organisation and further its activities.
- be a Director of the trading subsidiary, the limited company, Norfolk and Norwich Festival Limited.
- declare any potential conflict of interest and absent themselves from discussions as appropriate

Time Commitment

The Board meets four times a year. Committees meet four or five times a year. In addition, the Trustees hold two half day planning meetings each year. While we like to hold meetings in person, we recognise this is not always possible so are able to offer blended meetings with some Trustees in person others accessing the meeting virtually.

Term of appointment

Trustees are appointed for 3 years with potential for a further 3-year term except the Chair who can serve three, 3-year terms.

Nature of appointment

The role of Trustee is voluntary and unpaid. Expenses, such as travel costs, are reimbursed. We are also able to cover costs for a support worker should you need one to enable you to attend board meetings or apply for this position.

Expressions of interest

To express interest in being one of our Trustees please send by **12 noon on Monday 1 August** a brief written or recorded (sound or film) statement outlining why you would like to become a Trustee for the Festival and a biography or CV to indicate the skills and experience you would bring to the board. Please send to sava.radulovic@nnfestival.org.uk

or to:

Sava Radulovic
Norfolk & Norwich Festival
The Guildhall
Guildhall Hill
Norwich
NR2 1JS

If you have any questions or need alternative arrangements, please get in touch by email at sava.rudulovic@nnfestival.org.uk or by telephone 01603 877750.