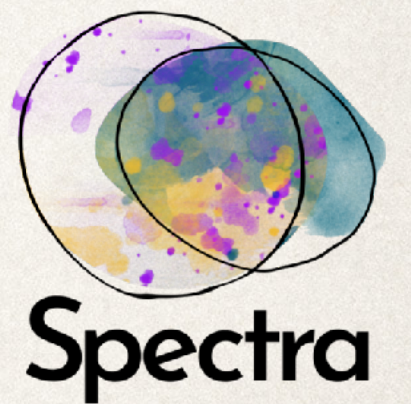




Spectra - Chair Recruitment Pack



HELLO!

Thank you for your interest in becoming Spectra's first Chair. We are a small, ambitious, radically inclusive, neurodiverse, multi-arts company. Founded in 2013, we have developed a reputation for aesthetically driven, gently provocative work that engages all of our audience's senses. This last year has seen much change for us. As we prepare to join the Arts Council's National Portfolio in April 2023, we now seek a Chair to help scaffold our reflective growth through dynamic governance.

WHAT SPECTRA DOES

Radical inclusion is at the core of all we do: we do not seek simply to include those who customarily have been excluded into existing structures, but to collaboratively explore new ways of being with each other. We do this through creating experiential art made by a neurodiverse collaborative that includes neurodivergent, learning disabled, and neurotypical creatives. We also celebrate other forms of diversity.

The primary focus of our work has been theatre, though our shows are far from the customary sit down and watch experiences. Audiences at Spectra shows are expected to be active, engaging their senses and making decisions throughout. With striking visuals, compelling new music, aromatic adventures, delicious tastes, and gentle interaction, our shows are surprising. They offer a warm welcome, linger in the memory, and provoke change. Largely working outdoors, our immersive sets have always verged on installation and our current work further explores the balance between installation and performance.

Work in 2022 began with Abundance, our garden playspace on the City Hospital grounds. This ten-week, co-designed outdoor installation was commissioned by Birmingham 2022 Festival and made in partnership with Sandwell and West Birmingham NHS Trust. We are currently working on Woods for the Trees, a live digital performance including pre-recorded films and sensory parcels posted to audience members. As well as our continuing commitment to radical inclusion, plans for future work with our Professional Company and through our Community Programme continue use of our co-design process to explore nature connectedness, sustainability and play; links with the health sector; touring performance; film; anti-racist practice; and neurodivergent/learning disabled artist development.





WE'D LOVE TO HEAR FROM YOU IF THE FOLLOWING APPLY:

- You care about radical inclusion and diversity and deeply believe that the arts can affect change
- You have experience of managing effective and impactful meetings and of being on a Board (you do not have to have been a Chair before)
- You can commit the necessary time to provide strategic leadership, challenge, and support for the Board and executive; to assist in reporting to the Arts Council; and to act as an advocate for Spectra
- You want to share in the intensity, fun and delight that comes with being part of Spectra's work.

A full role description for this voluntary post follows below. Informal conversations to discuss the role are welcomed.

The welcoming, supportive and inclusive culture that pervades Spectra certainly encompasses the Board as well. We eagerly encourage applications from people who are from backgrounds that have thus far been underrepresented in publicly funded culture, namely disabled, neurodivergent, LGBTQIA+ and global majority candidates. Our welcome extends beyond the recruitment process; we are committed to creating a working space that is safe and caring for all.

The application closing date is Monday 9 January at 9am. Applicants will be informed whether they have been shortlisted by the end of Thursday 12 January 2023. Interviews will be held on Monday 23 January 2023 between 9.30am-3pm; questions will be provided in advance. An induction period will begin as soon as possible after appointment, with the new Chair attending their first meeting on 3 February 2023.

VISION, MISSION AND VALUES

Vision

Fierce and joyful interaction, authentic collaboration, adventure, connection and loving challenge to cultivate a world that celebrates brains that work in different ways.

Mission

An arts company that brings fresh fire to the creation of theatre and installation: sparked by an alliance of extraordinary imaginations, producing interactive adventures that call on all of the audience's sense to imagine intensely positive possibilities.

Responsive projects with a wide range of partners that celebrate equity in shared creation, exceptional creativity, the growth challenge brings, reflection, and the joy of performance and connection in their myriad guises.



Values

We cultivate a learning environment in which curiosity is treasured and reflection is integral, where challenge is lovingly fostered and growth is shared.

Our work is always accessible, actively seeking to welcome, include and support.

Our creations are interaction based because our work is about connection - not just within our own immediate community, but in reaching out to others - and because our ambitions for quality in performance and installation raise the quality of our creative processes.

Our approach is collaborative, where sharing and learning are celebrated and contribution to a common purpose creates an outcome greater than its component parts.

Together, we are always seeking adventure and the true nature of experimentation.

GOVERNANCE AT SPECTRA

Spectra has been a registered Community Interest Company (CIC) since September 2018. We currently have a board of three legal directors and two board advisors. Collectively, this board meets together on a quarterly basis, chaired by Kate DeRight, Spectra's founder and Creative Director. The board culture at Spectra is based upon openness, respect and a genuine care for the work and wellbeing of Spectra as an organisation.

While our board is diverse, we are committed to expanding the ethnic diversity of our board and bringing non-arts sector experience to Spectra. Our new Chair will be a champion for neurodiversity, supportive, sympathetic to our company ethos, and bring new knowledge, national advocacy and leadership skills to Spectra.

As Kate steps down and welcomes the new Chair, clear boundaries between our executive and governance will enable more space for the creative leadership and delivery of our ambitious programmes. This change will allow Spectra to flourish artistically while remaining true to our values; to manage risks dynamically; to grow; and to become more robust. The board has requested that Kate remain a Legal Director until 30 September 2023, the end of our financial year, in order to ensure a stable transition.

We undertake a Board skills audit annually. After the appointment of our Chair and over the course of the next three years, we plan to expand the board with two further members. Both new members will have lived experience of neurodivergence and will help us to represent our ethnically diverse locality of Sandwell.

We have recently been successful in our application to become one of Arts Council England's National Portfolio Organisations (NPO). This shift from project to core funding will allow Spectra to establish a permanent core team and we will establish an NPO Oversight Committee, which will meet separately from the Board each quarter to interrogate this work deeply.



THE ROLE OF THE CHAIR AT SPECTRA

Overall

- Holds the Board and Executive Team to account for Spectra's Mission and Vision
- Provides strategic and inclusive leadership for the Board, ensuring that Spectra is effectively governed and that each Board Member fulfils their duties and responsibilities
- Ensures that the Board functions as a unit and works closely with the Senior Management Team to achieve agreed objectives
- Work within Spectra's agreed policies

Board Management

- Develop the knowledge and capability of the Board
- Encourage positive change where appropriate and address and resolve any conflicts within the Board
- Appraise the performance of the Board on an annual basis
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience to govern and lead Spectra effectively and which also reflect the wider population
- Chair meetings effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that the Board is fully engaged, that decisions are taken in the best, long-term interests of Spectra and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Board Members
- Work closely with the Creative Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Board Members
- Ensure that decisions taken at meetings are implemented

Supporting the Creative Director

- Establish and build a strong, effective and a constructive working relationship with the Creative Director. This should include:
 - Ensuring regular contact
 - Providing support, whilst respecting the boundaries between the two roles
 - Developing and maintaining an open and supportive relationship within which each can speak openly about concerns, worries and challenges
 - Maintaining an overview of the Spectra's affairs
 - Ensuring the Creative Director is held to account for achieving agreed strategic objectives
 - Conduct an annual appraisal and remuneration review for the Creative Director in consultation with other Board Members
 - Ensure that the Creative Director has the opportunity for professional development and has appropriate external professional support

Advocacy

- Acts as an advocate for Spectra at external functions, with stakeholders, and in managing conflict with any external parties.

Largely speaking, the experience base of the board is in arts and culture, community action, higher education and counselling. We've recently done a skills audit and are particularly keen to bring someone on board whose experience will contribute to one or more of the following areas of our work: legal, policy, accountancy, digital, marketing strategy, PR, business development, and fundraising other than through grants and trusts. We seek to include wisdom and experience from other sectors in the Board in the near future, be that via our new Chair or through two further upcoming appointments.

We seek a West Midlands based Chair who is warm, welcoming, humourful, and intensely committed. We work really hard, but also have lots of fun. The egalitarian approach of our artistic process emanates throughout the organisation, so we seek a Chair who takes hold of the responsibilities of that role with an anti-hierarchical approach, which is to say they are comfortable with handing power over and also with taking things forward when necessary. This balance of holding space for others while in a leadership role is central to Spectra's work.



HOW TO APPLY

Pre-application

Informal conversations are welcomed. Please contact Creative Director, Kate DeRight, at kate@wearespectra.co.uk below if you wish to arrange a discussion or if you require the information contained herein in a different format.

You may wish to familiarise yourself with Spectra's work through our website at wearespectra.co.uk and by our social media, @SpectraArtsCompany on [Instagram](#) and [Facebook](#); @Spectra_Arts on [Twitter](#).

Applying

We are happy to accept written, video or audio applications. Written applications should be no more than two sides of A4; video and audio applications should be no more than six minutes in length.

In your application, please tell us why you think you would make a good Chair for Spectra. Please think carefully about the person specification detailed above and about the values and character of the company. As well as evidencing commitment to the arts as a tool for social change, applications that are short-listed will address the information herein specifically, demonstrating how previous experience or accrued knowledge will allow the candidate to perform effectively as our Chair. If you feel like you don't fit the person specification as we've laid it out here but would do a great job, please apply and tell us how.

Applications should be sent to kate@wearespectra.co.uk and must be received by 9am on Monday 9 January 2023.

Shortlisting

A panel consisting of our Creative Director, Creative Lead, and two Board Members will score applications against a set scoresheet drawn from this recruitment pack. We will apply the Rooney Rule, which means that any applicant who meets the essential criteria outlined above and declares in their Equal Opportunities Form that they are from a traditionally underserved background will be guaranteed an interview. To this end, we ask that all applicants complete this [Equal Opportunities Form](#).

Interviews

Shortlisted candidates will be invited to interview on Monday 23 January between 9.30am-3pm. Interview questions will be sent out in advance and reasonable adaptations will be made happily to ensure equitable accessibility.

Terms of Appointment

This role is voluntary. Reasonable expenses will be covered in line with Spectra's funding status. This role will begin with a Review Period of four months to ensure it is a good fit for Spectra and for the new Chair.





FAQs

How much time will I need to commit to being the Chair of Spectra?

This role does require a significant commitment of your time. Currently, the Board meets for two hours quarterly; this will expand to four further quarterly meetings focussed on NPO work and up to two Away Days per year. Given regular meetings with the Creative Director, review of policy and fundraising documents, attendance at events, and occasional meetings with stakeholders, we estimate this role will average 8 hours per month.

Do I need to have chaired a Board before?

No, you need not have been a Chair before, though you must demonstrate strong skills leading meetings, curating a warm and productive working atmosphere, and should have been part of a Board before.

When will the Chair begin their work?

We would like our Chair to begin as soon as possible after their appointment. We envisage a measured induction will take place from February 2023, with the Chair attending their first Board Meeting on 3 February 2023.

Do I need to be based in the West Midlands?

We are very proud to be based in Sandwell and active within Birmingham and the surrounds. Though our aspirations for the impact of our work extend beyond the region, our work is largely place-based. We think it is important for our Chair to be based in the West Midlands too.

Is Spectra facing any particular issues that I should be aware of?

No. Our shift to NPO status will be a significant change, which will need to be attended to carefully and thoughtfully. We are awaiting the outcome of and continuing to submit funding applications, the results of which will shape our programme of work. It may be useful to note that this is typical.

Will I be expected to donate money or fundraise as a Board Member?

You will not be expected to donate money to Spectra as a Board Member. You will be expected to support our fundraising work through advocacy, strategic leadership, and review of fundraising applications.

