



Recruitment of Chair of Trustees – Application Pack August 2015

Thank you for your interest in becoming the Chair of Trustees of Magic Me.

Magic Me is the UK's leading provider of intergenerational arts projects. Our award-winning programme brings together younger and older people for mutual learning, enjoyment and benefit.

This is an exciting time to join Magic Me. In 2015/16 we plan to grow our activities within our home borough of Tower Hamlets and across London, trialling new approaches to intergenerational community building and innovative arts practice.

Our Board of Trustees will provide key support for this growth, through excellent governance and direction, helping Magic Me to deliver on our mission and safeguard our values. We have recently recruited four new trustees who will join four existing trustees on the board at our AGM in October. Together this group of trustees have a wide range of professional and charity experience.

We are now seeking a dynamic, committed person to join our board as Chair of Trustees

We welcome applications from people with relevant expertise and experience, willing to commit around a day a month to Magic Me, its future and well-being.

Charity trustees are by law volunteers. Reasonable travel, childcare and other expenses are offered.

How to apply

Please read through this pack, which gives more information about Magic Me, the role of Chair and the selection process.

Please send a short CV with a covering letter (maximum 2 sides A4) explaining why you are applying for this role, your interest in joining the Board and what you would offer to Magic Me to:

recruitment@magicme.co.uk The deadline for applications is 12 noon on Monday 14 September 2015.

If you have any questions, or would like to talk informally to someone about becoming our Chair, please contact our Director Susan Langford via susanlangford@magicme.co.uk

Many thanks for your interest and time.

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A: ABOUT MAGIC ME

Magic Me is the UK's leading provider of intergenerational arts projects. We bring together younger and older people in our local community of Tower Hamlets, for mutual learning, enjoyment and benefit. Our pool of 20 freelance artists design, lead and evaluate high quality projects using the performing, visual, media and literary arts. In 2014/15 we served over 420 individuals, involved 230+ volunteers and reached many more people through exhibitions, performances and publications.

Each week we run a busy programme of intergenerational arts workshops in schools, older people's centres and cultural venues, many leading to public performances and exhibitions. Each month our highly successful, award-winning *Cocktails in Care Homes* project runs 8 evening parties in care homes, hosted by our volunteers. Our *Go and See* programme organises monthly cinema trips and cultural outings across London for our older members. All our activities are run in partnership with other organisations, large and small.

We are a learning organisation, keen to build on our existing best practice, through: ongoing reflection; our Continuing Professional Development programme for our freelance artists; and research projects in partnership with Queen Mary and Goldsmiths, University of London. Learning is shared; last year 8,000 downloaded our research reports and our staff and artists presented at conferences across the country.

Magic Me was founded in 1989, under the leadership of Susan Langford MBE who has continued since then as its Director. Susan leads a small team of five staff.

Magic Me Charitable Objects:

To promote, maintain, improve and advance the education of children & adults towards a better understanding of ageing and the needs of elderly people, and methods by which those needs may best be met.

Mission and Values

Magic Me's mission is to bring the generations together to build a stronger, friendlier community.

We do this by bringing together people of different ages as equals, with a shared creative purpose. For many, this is a new experience. Our activities provide a secure place in which to explore similarities and differences, and young and older people often find they have much in common. Creative activity is the focus for meeting and the process through which participants explore and share their ideas and feelings.

Our core values are expressed through the **5 Senses** which inhabit everything we do:

- Sense of **purpose**: our programmes are developed hand-in-hand with partners and participants, with a clear sense of shared aims and meaning.
- Sense of **place**: participants and the places which matter to them are at the heart of every project, and the artworks that they make.
- Sense of **adventure**: activities stretch and challenge participants and develop their curiosity, confidence and ability to cope with new experiences.
- Sense of **occasion**: special moments or events are built into activities to create something to look forward to, remember, or share with family and friends.



- Sense of **achievement**: we create regular opportunities for people to recognise their own and their group's achievement and to understand the change they are bringing about.

Current programme and plans

In 2015/16 we will deliver an ambitious programme within the London borough of Tower Hamlets and 5 other London boroughs: Southwark, Islington, Waltham Forest, Newham and Westminster.

Core objectives

We will:

- engage a minimum of 600 participants, including a breadth of ages and life stages (e.g. junior and secondary students, newly retired, active adults, frailter people often 75+ and those with dementia) through our programmes.
- support a minimum of 250 volunteers of all ages to contribute skills, ideas and friendship.
- reach a public, mainly local, audience of 3000+ with performances, exhibitions and publications.

Development objectives

We will:

- work with new groups of people in different ways, for example a pilot project to engage Bangladeshi and other grandparents in creative intergenerational activities with their grandchildren, in partnership with a primary school in Brick Lane, E1.
- launch a two year programme of artists residencies in care homes, run by Anchor, England's largest not for profit provider, in partnership with four leading performing arts partners: Punchdrunk, Upswing, Duckie and Lois Weaver. In 2015/16 we will support two care homes in LB Southwark to run performance and visual arts activities with their community of residents, staff, visitors and volunteers, opening doors and bringing in excitement and colour, to challenge the often middle-of-the-road 'crafts and entertainer' culture of care homes.
- lead *Rooms with a View*, an ambitious project creating performances, a touring exhibition and website, based on stories of seeking shelter and migration in East London, collected from 100+ local people through 4 community 'story collecting' events. The project activities will engage 2,890 people on the theme of migration, building participants' and audiences' capacity to listen to other people's viewpoints and discuss sometimes contentious community issues.
- begin to expand *Cocktails in Care Homes* to bring the fun and friendship of evening parties and the longer-term benefits of new relationships with other residents and staff, to more older people in more care homes; our recently written 3 year growth plan aims to reach 39 homes each month by 2017/18.

Finances

Magic Me is a registered charity with a broad funding base that punches well above its weight. Magic Me receives no core funding from public sources and relies on the generous support of a wide range of grant-making trusts, local authority grants, corporate supporters and individual donors – as well as its volunteers, who last year contributed an estimated 2,700 hours of support – to deliver its programmes.



In 2014/15 our Income was £262,000 and our Expenditure £249,000, generating a surplus of £12,000. In 2015/16 our annual budget rises to £355,000 to cover three major projects: *Rooms with a View*, *Artists' Residencies* and the growth of *Cocktails in Care Homes*. Of this budget, £290,000 is already confirmed with bids for a further £45,000 have already made to existing funders and supporters. Support comes from public, private and voluntary sources, including a growing group of individual donors and fundraisers.

B: BECOMING OUR CHAIR OF TRUSTEES

Who are we looking for?

Magic Me operates within many sectors – the arts, the care sector, with community & local authorities, in education and with corporate sponsors. We are keen therefore to have a wide range of professional and community expertise from our Board.

Jacqui Christian, who served as Magic Me's Chair of Trustees for 9 years, resigned in January 2015. Alison Harvie, Trustee, is currently our Acting Chair and has led the process of recruiting 4 excellent new Board members. We now ready to recruit to fill the Chair's post.

We are looking for a Chair to work with the Director to lead Magic Me and the board. Our aim is to have a balanced board, which includes people from the different communities, generations and cultures within which we work.

Legal position - Magic Me is a registered charity and trustees are legally responsible for its operations. Their role is to oversee the organisation, its staff and long-term strategic planning. Technically trustees employ the staff of Magic Me, who are responsible for most of the day to day running of the organisation. Trustees are also Directors of Magic Me Ltd, a company limited by guarantee. This is a way of ensuring that no trustee who has fulfilled the duties of their role is personally liable should the organisation become insolvent or have to close.

Magic Me's public liability insurance covers everyone who works for Magic Me, whether paid or unpaid, and thus includes Trustees while working on Magic Me's behalf, as well as staff, freelancers and volunteers.

Trustees are elected at the AGM, to be held on Monday 19 October 2015, by the members of Magic Me. Current Trustees may also co-opt new Trustees during the year between AGMs.

Practicalities

By law, charity trustees cannot be paid for their time and work. Trustees can claim reasonable travel, childcare or other expenses as necessary.

Time Commitment

Realistically to fulfil your role effectively, being Chair is likely to involve around a day a month of your time.

- The Chair and the Director work together to lead Magic Me. They meet regularly on the phone or in person to discuss current business and to plan the agenda of Trustees Meetings.



- Papers for meetings are circulated by email at least 7 days before the meeting. Trustees are expected to prepare for meetings, having read and digested the papers in advance and be ready to contribute to discussions and decision making.
 - Trustees meet formally six times a year, usually from 6 to 8pm on a weekday evening at Magic Me's office in Bethnal Green. These meetings are held on different days of the week to accommodate people's other regular commitments.
 - We also aim to hold an off-site away day each year to reflect on how we are working as a team, and to focus on big picture matters for the charity. This is booked for Thursday 15 October, 1-8pm.
 - The AGM is held as part of Magic Me's Annual Celebration which this year is being held on Monday 19 October from 6-8pm.
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C: APPLICATION PROCESS

Role Description & Person Specification

A full role description & person specification for the Chair of the Board of Trustees is provided below.

Questions?

If you are interested in becoming our Chair of Trustees and have questions or would like to talk about this opportunity, please contact our Director Susan Langford via susanlangford@magicme.co.uk to arrange a time to talk on the phone.

How to apply

Please send a short CV with a covering letter (maximum 2 sides A4) explaining the role you are applying for, your interest in joining the Board and what you would offer to Magic Me, to:

recruitment@magicme.co.uk

Timetable

Monday 14 September, Noon	Deadline for Applications
By Friday 18 September	Shortlisting
Wednesday 23 September	Interviews and selection (afternoon and/or evening)
1 October onwards	Vetting procedure (see below.)
Thursday 15 October 1pm-8pm	Away Day (central London) for Trustees and Staff
Monday 19 October 6 - 8pm	Magic Me AGM
November - date TBC	Next Trustees meeting

Vetting procedure

Before being confirmed in post, all elected Trustees are required to undergo a vetting procedure which includes:

- Two references.
 - Being checked by Companies House, to review eligibility to be a Director.
 - An Enhanced Disclosure and Barring Service check, to ensure Trustees have no criminal record (including cautions and spent convictions) which makes them unsuitable for their role, within a charity working with children and vulnerable adults.
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D: Chair of the Board of Trustees – Role Description & Person Specification

Chair of the Board of Trustees - Role Description	
Leadership	<ul style="list-style-type: none">• Be willing and able to lead the organisation in partnership with the Director (Chief Executive).• Practice sound judgement, balancing competing demands and perspectives in the best interests of the charity.
Clarity of purpose	<ul style="list-style-type: none">• Ensuring the board discusses and agrees the purpose and core values of the organisation.• Ensuring that decisions advance the purpose and values of the organisation.
Cohesive Board	<ul style="list-style-type: none">• Developing productive, trusting relationships with and among individual board members• Creating the environment for a high performing, united board team capable of making sound and sometimes difficult decisions.
Constructive Relationships	<ul style="list-style-type: none">• Developing and maintaining productive working relationships with the Director.
Considered decision-making	<ul style="list-style-type: none">• Steering the board in identifying the key governance decisions to be made• Ensuring well founded decision-making• Managing potential conflicts of interest to ensure probity and transparency

Chair of the Board - Person Specification, Qualities and Behaviours	
Motivation and style	<ul style="list-style-type: none">• Altruism• Empowering and inspiring• Friendly and supportive, with a sense of humour• Shows humility and kindness
Capacity to lead	<ul style="list-style-type: none">• Deeply committed to Magic Me, its mission, values, board, staff and beneficiaries• Devotes enough time and care to the organisation



	<ul style="list-style-type: none">• Clear about the role and governance task• Strategic vision, clarity, and ability to see the ‘big picture’• Able to hold people to account, handle contentious matters, challenge appropriately and supportively• Capable of collaborating, influencing and celebrating success
Personal attributes	<ul style="list-style-type: none">• Confident• Open / innovative• Bright, intelligent and able to synthesise and analyse information• Reflective, self-aware, seeking feedback and striving to develop.• Willing to seek advice and support where needed.• Good listener• Organised, focused and able to prioritise.
Ability to relate	<ul style="list-style-type: none">• Calm• Flexible• At ease with people of all types.• Impartial, open minded, fair and a champion of diversity.
Ability to advance the organisation externally	<ul style="list-style-type: none">• Willing to make and use connections to advance the organisation• Possessing connection and influence with key people.

The Chair is also a Trustee of Magic Me, and has the same legal responsibilities as all other Trustees.

The Chair’s job description and both person specifications were adapted from Lesirge & Oakley, The Association of Chairs (2014), based on research by Harrison and Murray (2012)

Company Secretary: The Director currently holds this role and is legally responsible for ensuring Company records are kept and filed with Companies House as required by law.

Magic Me
August 2015