MAGIC ME

JOB PACK



Trustee - HR & EDI, Community/ Participatory Arts, or Legal/Tech Specialism

If you require an alternative job pack or application format or support to apply (e.g., due to disability, limited internet access), please contact recruits@achates.org.uk to discuss how we can assist you.

You can find our recruitment and selection policy with details of how we ensure a fair and equitable recruitment process here.

WHO WE'RE LOOKING FOR

"I will never look at a teenager the same again"
-Older participant, post-event feedback

"I will see the older generation with a new perspective"
-Student, audience feedback

Magic Me helps people recognise and address the limiting beliefs they hold about themselves and others based on their age. To do this we connect people of all ages through meaningful creative experiences which dismantle ageism, increase confidence and reduce loneliness. In 2025/2026, 92% of participants reported that a Magic Me project increased their confidence to take on new activities and 93% feel a stronger sense of connection to the community.

Magic Me is seeking up to 3 new Trustees to join our dedicated, friendly, and invested Board. Following a recent board skills audit, we are looking for individuals who can bring specialist skills and insights in one of three key areas:

1. HR / People Leadership & EDI: Experience in human resources, equity, diversity, and inclusion initiatives, or organisational culture (e.g., Head of HR, EDI Consultant, or People Lead).
2. Community/Participatory Arts Practice: Hands-on experience as a practicing participatory artist, community producer, or leader within a community arts organisation.
3. Legal & Technology: Experience bridging legal matters and digital tech (we're looking for a technology/industry lawyer who can support our operational legal needs while helping shape our digital and tech strategy).

For more details of what you'll do, please head to the 'how you can make an impact' section below.

If your skills and experience fall outside of these areas we may still consider your application but we will prioritise applications which demonstrate the above attributes first.

This is the perfect time to join our passionate and engaged Board of Trustees. We are currently preparing to launch our ambitious new 2027-2032 strategy, which will focus on cultivating exciting cultural and arts partnerships to develop an audience for our work and help people to understand the ageist limitations they place upon themselves and others.

Diversity and representation

At Magic Me, we believe in the power of diverse talent to deliver meaningful projects, drive innovation and create an inclusive organisational culture. We are committed to building a Board that reflects the communities we serve. We particularly encourage applications from candidates from racially minoritised backgrounds, including the Bangladeshi community in Tower Hamlets and disabled candidates. Connections to activity within Tower Hamlets are welcome, though not critical.

First time considering a board role? You are very welcome here!

You do not need prior experience on a charity board to apply. If you bring the specialist skills listed above and a passion for our mission, we want to hear from you. We provide a robust induction process, connecting you with staff across the organisation to understand our context, alongside a 'Board Buddy' mentoring scheme pairing you with an experienced trustee so you feel confident and supported from day one. We'll also give you full signposting and support to learn the responsibilities of being a charity trustee.

At the same time, candidates who do bring prior board governance experience are also very welcome (and if you're interested in a Vice Chair role, even better)!

ABOUT MAGIC ME

Magic Me is the UK's leading age-positive intergenerational arts charity. We are dedicated to connecting people of all ages through extraordinary creative projects.

Founded in 1989, we have spent over three decades pioneering intergenerational arts practice in Tower Hamlets and leading creative care home initiatives across London and Essex. In October 2025, following the departure of our Founder after 36 years, we transitioned to a successful Co-CEO structure led by our Executive Director and Creative Director.

At Magic Me, we're backed by an active, deeply invested Board of Trustees who bring a wealth of diverse experience to our work. Governance is structured around four dedicated sub-committees (Creative Strategy; People; Fundraising and Marketing; and Finance, Audit and Risk) each taking ownership of key decision making areas so that Board colleagues aren't overstretched and the main Board can stay focused on overarching strategy.

Financially, Magic Me is in a strong position, holding £150,000 in unrestricted reserves - currently 50% above our reserves policy of 3 months operating costs. Our funding base is anchored by our Arts Council England NPO status (providing 30–35% of annual income) alongside a strong track record with Trusts and Foundations (45–55%). To ensure long-term resilience, we are currently delivering an income diversification plan—preparing to launch new major giving initiatives alongside our upcoming 2027–2032 strategic plan.

OUR VALUES

At Magic Me, our values aren't just words on a wall in the office; they're the guiding principles for everything we do. We work...

Collaboratively

We value what every individual brings, from diverse ages and backgrounds, and deliberately plan activities that bring different people together in new ways. Our arts practice fosters fresh approaches, valuing and exchanging expertise from multiple perspectives across many sectors and professions.

Inclusively

We recognise that every individual is unique, responding to their strengths and situations to ensure everyone can thrive and be themselves. We offer a warm welcome, paying careful attention to how we invite and support people to connect and participate.

Creatively

Our high-quality arts activities and projects are led by professional artists, ensuring everyone has the right to extraordinary arts experiences. We bring our creative skills to problem-solving, partnership building, and strategic planning, always seeking innovative solutions.

Thoughtfully

We are curious and take time to find out what individuals and partners truly need and want, actively welcoming feedback for continuous improvement. We think long-term, valuing how today's small actions can influence and build significant change tomorrow.

ROLE DETAILS

Role Title: Trustee
Reporting to: The Chair and wider Board of Trustees
Compensation: This is a voluntary role. Reasonable travel, childcare, and accessibility expenses reimbursed
Location: Bethnal Green, E2, East London for in-person meetings. Virtual arrangements for most other meetings.
Time commitment: Approximately 0.5 - 1 days per month on average structured as follows:

- Quarterly Board Meetings: 4 evening meetings per year (6:00 PM – 8:00 PM) held in-person in Bethnal Green.
- Sub-committee Meetings: Quarterly 1-hour virtual meetings scheduled at times convenient for committee members.
- Flexible Time: Reading board and committee papers, attending Away Days, and acting as an ambassador.



How you can make an impact

Working alongside our Creative Director, Kate Hodson, and our Creative Strategy Committee, **Community/Participatory arts Trustee candidates** will help shape the strategic direction of all aspects of our arts programming and practice. Specifically, you will:

- Ensure our work stays true to Magic Me's Principles and supports our extraordinary pool of Associate Artists, keeping our creative methodology inclusive and at the leading edge of the sectors we serve.
- In line with our new strategy, make sure our creative projects encourage open conversation and learning, tackle big social issues like ageism and isolation, and use feedback from local people to shape our decisions.
- Act as a sounding board for our creative ideas, helping us find great artistic partners and check that our projects are making a real, lasting difference for participants.

Working alongside our Executive Director, Ben Butcher, and the People Committee, **HR and EDI Trustee candidates** will oversee all aspects of people-related strategy, policy, and organisational culture for staff, freelance artists, Trustees and participants. Specifically, you will:

- Help us continue the vital work required to remain a genuinely inclusive, anti-ageist, and anti-racist organisation. You will hold the leadership team accountable for delivering on our Equality, Diversity, and Inclusion (EDI) commitments so our workforce and Board reflect our home borough of Tower Hamlets.
- Support the Executive Director to design and implement a robust People & EDI Strategic Plan that aligns with our 2027–2032 goals, covering workforce planning, recruitment, and succession planning.

- Oversee staff engagement, professional development, and safeguarding policies, ensuring appropriate support mechanisms and fair working conditions exist for both core staff and freelance creative practitioners.

Working alongside our Executive Director, Treasurer and the Finance, Audit and Risk Committee, **Legal and Technology Trustee candidates** will bring legal and digital expertise to strengthen our technology infrastructure and improve operational resilience. Specifically, you will:

- Help the organisation design and implement its first-ever Technology Strategy, ensuring we harness digital tools and emerging technology (particularly AI) in an ethical, considered, and practical manner.
- Support the Board through our transition to an updated organisational constitution.
- Offer legal guidance on operational subjects ranging from intellectual property (IP) and freelance contracts to property leases and compliance.

Board colleagues are welcome to join more than one committee should they be interested!

Your work in these areas will ultimately support the team to execute Magic Me's new 2027-2032 strategy and deliver a diverse and impactful programme, ranging from engaging intergenerational projects with local communities and schools such as Creative Mix, to pioneering initiatives like the award-winning Spark which trains care home staff in leading sensory-based arts activities to support residents' creative expression.

If you want to see the immediate impact of our work, our 'It's on the Cards' project is currently live at the Wellcome Collection's 'The Coming of Age' exhibition.

KEY RESPONSIBILITIES AND DELIVERABLES

Governance & oversight

- Ensure the charity operates for public benefit and aligns with its charitable objectives, mission, vision and values.
- Ensure the charity's assets are managed effectively to support its mission and objectives.
- Ensure compliance with legal, regulatory, and accounting requirements.
- Uphold the charity's values and mission, shaping and guiding overall policy and strategic direction.
- Ensure that our values are incorporated into decision making at board level.
- Monitor the charity's overall performance against agreed objectives and targets.
- Actively engage in one or more of the charity's sub-committees (Finance, Audit, and Risk; Fundraising; People; Creative Strategy), contributing to key strategic areas and ensuring strong governance.
- Ensure the Board reflects the diversity of the communities we serve, promoting inclusion and representation in all aspects of governance.

Financial stewardship

- Participate in discussions on budgets and financial statements to ensure the charity's financial health and prudent use of resources.
- Agree on the annual budget, approve the annual accounts, and make decisions on significant resource allocation.
- All necessary training will be provided

Strategic Development

- Work with the Chair and Co-CEOs to shape the charity's strategic vision, fostering innovative thinking.
- Help set and monitor strategic goals.
- Assist in appointing the Co-CEOs, defining their role's authority, setting performance targets, and conducting performance appraisals.

Ambassadorial role

- Promote Magic Me's work and mission to external stakeholders, partners, and potential funders, enhancing our public profile.
- Champion Magic Me’s values, anti-ageist vision, and commitment to equity, diversity, and inclusion.



PERSON SPECIFICATION

ESSENTIAL

- Exceptional experience of or specialist skills in one of the areas highlighted in the job pack.
- Strong commitment to Magic Me's objectives and communities.
- Embodiment of our values: creativity, collaboration, inclusivity, and thoughtfulness.
- Excellent independent judgement and strategic thinking.
- Ability to work collaboratively as part of a team.
- Willingness to learn about board governance (previous experience not required).
- Dedication to fulfilling trustee responsibilities.
- Commitment to understanding the legal and ethical responsibilities of a trustee and acting with integrity.
- Please note, Magic Me requires a desire to learn what's needed to be a trustee - where necessary training will be provided and signposted to.

DESIRABLE

- Understanding of the local context in Tower Hamlets.

We strongly encourage applications from diverse backgrounds and particularly those with connections to or lived experience in Bangladeshi, LGBTQ+, or disabled communities.

ESSENTIAL

Essential for Community/Participatory Arts Candidates

- Background as a practicing participatory artist, community producer, or leader within a socially engaged or community arts organisation.
- Experience guiding inclusive, community-led creative practices, with an understanding of how to maintain high artistic quality while centering participant voice.
- Knowledge of the participatory arts landscape, trends, or evaluation methods.

Essential for HR & EDI Candidates

- Professional experience in EDI, HR, organisational development, people management, or culture (e.g., Head of HR, People Lead, or EDI Consultant).
- Practical experience designing or embedding Equity, Diversity, and Inclusion (EDI) strategies that foster anti-racist, anti-ageist, and inclusive workplace practices.
- Ability to advise on workforce planning, competitive remuneration standards, staff wellbeing, and fair recruitment practices.

Essential for Legal & Technology Candidates

- Professional background in law with experience bridging technology and digital matters (e.g., technology, IP, or commercial lawyer).
- Working knowledge of the ethical and practical use of technology and emerging tools like AI.
- Experience providing high-level advice on standard contracts, leases, IP, or constitutional governance as operational legal needs arise.

APPLICATION PROCESS

To support our commitment to equity, diversity, and building a fairer charity sector, Magic Me is using CharityJob's anonymised recruitment tool for this selection process. This recruitment method helps eliminate unconscious bias by removing identifying details – such as names, ages, genders, and education history – from your initial application, ensuring every candidate is assessed purely on their skills and experience. You will be asked to submit a CV and respond to the questions on the platform. You can find the advert and application form here.

Selection timeline & interviews

- 11:59 PM Monday 23rd November - applications close
- 24 - 30th November - shortlisting: Candidates shortlisted and invited to interview by Monday 30th November.
- W/C 7th December - first stage interviews (virtual): Conducted online with the Executive Director and a member of the Board.
- W/C 14th December second stage interviews (in-person): Held at our Bethnal Green offices with both Co-CEOs and a member of the Board.
- Appointment and confirmation by 18th December



Post-interview schedule

To ensure a smooth transition ahead of the official April 2027 start, the successful candidates will participate in a managed handover period:

- Wednesday 20th January 2027: Attend the Board and Annual Staff Away Day to meet colleagues from across the organisation.
- February 2027: Attend, observe and contribute to the relevant sub-committee.
- 10th March 2027 (6:00 PM – 8:00 PM): Attend, observe and contribute to the quarterly Board meeting.
- April and May 2027: Formal assumption of the Trusteeship, joining sub-committee meetings and Board.

Appointment is subject to standard eligibility checks, including references and an Enhanced Disclosure and Barring Service (DBS) check.

Should you require further information, have any queries, or wish to explore this opportunity through an informal discussion before applying, please reach out to Ben Butcher our Executive Director on info@magicme.co.uk.

We look forward to reading your application!



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