

About Creative Mentor Network

At Creative Mentor Network, we believe in a future where there is no class ceiling in the UK's creative industries.

We focus on socioeconomic diversity, supporting young people aged 16-25 from lower socioeconomic backgrounds to help them access and thrive in jobs in the creative industry. Our mentoring programmes train professionals in the industry to support young people in our community, and give them the tools that enable them to be inclusive and accessible leaders.

By championing socioeconomic diversity, equity and inclusion we are creating more inclusive workplace cultures and making the industry more accessible for young people from lower socioeconomic backgrounds. You can find out more about the work we do on our [website](#).

Background

Creative Mentor Network was set up in 2014 and received charitable status in April 2018. Since launch, we have worked with over 1800 young people and the same number of mentors. We have worked with a breadth of creative organisations including; Sony Music, Google, Amazon Prime Video, Meta, Soho House and more.

In 2023 we saw significant impact, with 81% of mentees feeling more confident to advocate their professional needs and 83% can identify employers and organisations relevant to their career interests. 97% of mentors understand the barriers to access for those from lower socioeconomic backgrounds and 91% feel as though they can support them. Our impact is at the heart of what we do, and you can read our full 2023 impact report [here](#)

Role Description

We are looking to appoint a new Treasurer. The position has become available following the current Treasurers final term coming to an end.

We are looking for someone who is passionate about improving socioeconomic diversity and inclusion within the creative industry and ideally has lived experience (or significant understanding) of the challenges and opportunities faced by those from lower socioeconomic backgrounds.

As Treasurer, you will work closely with the Chair of Trustees, CEO and Finance & Governance Director to maintain effective governance of the organisation's affairs. Ensuring its financial viability and that proper processes and procedures exist for all financial records, decisions and delegations.

You will work with the Finance Director and CEO to oversee the charity's finances and help to identify areas of improvement and opportunity to drive the charity forward.

Key Responsibilities

Strategic

- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver their strategic goals.

Financial

- Work with the CEO and Finance & Governance Director to produce and report to the Board of Trustees on management accounts and statutory accounts, as well as other relevant financial matters
- Ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
- Ensure that all accounts are prepared and disclosed in the form required by the relevant statutory bodies
- Recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation.
- Oversee the appointment of auditors/examiners and review on a regular basis.
- Work in close partnership with the Finance & Governance Director in executing their responsibilities and achieving their goals.

Governance

- Ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- Ensure that all financial policies, procedures, and the appointment of external financial advisors are reviewed on a regular basis.
- Ensure that the Board's scheme of delegation is reviewed on a regular basis

General responsibilities of a Trustee

In addition to the responsibilities outlined above, the Treasurer as a Trustee has the following general responsibilities:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets, and evaluating performance against agreed targets.
- Ensure the financial stability of the organisation and the proper investment of the Charity's funds.
- Ensure the Charity applies its resources exclusively in pursuing its objectives.
- Ensure the effective and efficient administration of the Charity.
- Safeguard the good name and values of the Charity.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the Charity and other Trustees.
- Participate in other tasks which may arise from time to time, such as interviewing new staff, helping with fundraising.
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting.
- Keep informed about the activities of the charity and wider issues which affect its work.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.

Experience

Essential:

- Genuine interest and commitment to socioeconomic diversity and improving outcomes and opportunities for those from lower socioeconomic backgrounds
- Experience of reporting under the UK's Generally Accepted Accounting Practice
- Excellent communication skills and networking capabilities so as to act as an ambassador for the charity

Desirable:

- Previous experience as a trustee/treasurer of a UK charity or previous experience running a UK charity
- Understanding of charity compliance
- Knowledge of the UK education system
- Knowledge of the UK creative industry
- Knowledge and understanding of the grants and funds landscape

Time commitment:

- The appointment will be made initially for three years, the role is eligible for two consecutive terms (six years in total)
- The role requires the equivalent of around 0.5 - 1 days per month, mostly remote
- Board meetings are hosted quarterly at Creative Mentor Network's office in London Victoria (18:00-20:00)
- Like most Trustee roles, this role is offered on a voluntary basis. Reasonable expenses incurred conducting charity business will be reimbursed.
- Trustees are expected to attend certain charity events throughout the year such as showcases and programme launches.

Application procedure

We would love to hear from you if you feel you have the time and expertise.

Please apply by sending your CV and a short supporting statement outlining how you feel your skills and experience could be of benefit to the organisation and your motivation for applying for the role to recruitment@creativementornetwork.org.

[CMN Diversity/equal opportunities form](#)

We are committed to equal opportunities in our recruitment and employment process and, in order to find out how well we are doing with this, we need to collect monitoring data. We would appreciate it if you

would complete [this form](#) so that we can ensure our recruitment processes are as inclusive as possible. This form is anonymous and any information supplied will be treated in the strictest of confidence.