

NSDF

Trustee Recruitment Pack



WELCOME TO NSDF

@nsdfest

Thank you for your interest in joining the Board of NSDF!

First of all, **you don't need to work in theatre or the arts to apply**. This might be your first Trusteeship, or your first experience at all of a Board: there will be plenty of support available, and we are excited to welcome you into the world of NSDF. There's a video [here](#) to introduce you to who we are, and you can also find a glossary at the end of this document. If there are any questions you have, or you would like a chat with one of us, please do; our contact details are at the bottom.

We are looking to invite up to four new Trustees to join our Board in 2024, including a Vice-Chair. In this document you will find more information about:

- What a Trustee is
- More about NSDF - what we do, why and how
- The responsibilities of being part of NSDF's Board
- Information on the application process

Working with and to support our CEO, Keerthi Kollimada, our Board plays a vital role in delivering NSDF's mission to empower and inspire young talent and ambition, to teach skills, help launch careers and build the audience of tomorrow. We're looking for people who are interested in playing a strategic, behind-the-scenes role in delivering this vision, and who are passionate about collaboration, diversity, inclusion and care. To complement the skills and experience currently represented on our Board, we're particularly looking for people who:

- Have experience of working in technical theatre, and/or with technical theatre staff
- Work in finance or regularly work with finance as part of their job Would like to advise us regarding access to and accessibility in theatre
- Have legal expertise
- Are aged 16-25 and passionate about representing the young people that NSDF reaches.

Within this recruitment, we are also looking to appoint a Vice- Chair, who may have experience in one of the above fields, or otherwise in organisational leadership and governance. This position will have additional responsibilities in ongoing work with and support to the CEO.

We want to make sure this process is as accessible as possible, so if you have any questions, or you'd like to talk more about this opportunity, please get in contact with our Producer and Administrator Rebecca at rebecca@nsdf.org.uk and a member of our Board will get in touch with you for an informal chat.

The deadline for applications is the 21st October 2024.

Thank you again for your interest in NSDF, and we look forward to hearing from you,

Emma Kendall (NSDF Chair), on behalf of the Board.



WHAT IS A TRUSTEE/BOARD MEMBER?

The role is voluntary, and you will be a Trustee of the Charity and a director of the limited company. NSDF Trustees help to support the team to shape the vision and work of the organisation, while ensuring we stay on mission. All Trustees have overall responsibility for the governance of the charity: you can learn more about the duties of being a Trustee on the Charities Commission, [here](#) and [here](#), and guidance from Arts Council England (ACE) [here](#).

NSDF's Trustees are united by their passion to support the next generation of young artists from all walks of life. Throughout the year, they give their time, experience and expertise to support NSDF in delivering its mission, and ensure that NSDF is being run sustainably. This includes considering charitable purposes, finance, risk, and regular reporting requirements. They help to support the NSDF team to make their work as impactful as possible for young theatre makers.

In this role, you'll join us for four evening meetings per year – two in-person, and two on Zoom. These meetings take place in the early evening, and generally last up to two hours. Currently, our in-person meetings take place in London. The building is wheelchair accessible. We believe there is a benefit to joining these where possible, though there are options to join virtually. Expenses (e.g. travel) can be claimed to attend meetings – our team and Board live across the country.

Additionally, throughout the year, you'll provide advice and support to the NSDF team, based on your own experience and knowledge. For example, this might include:

- Phone calls or Zoom meetings to advise staff or freelancers on planning and decision-making
- Looking over and providing feedback on policy documents or marketing content
- Providing legal or financial advice to the CEO.
- Looking over project plans to advise us on how to ensure our work is accessible

These are only examples, and this list is not exhaustive – if you have other types of expertise that could benefit NSDF's work, we want to hear from you.

The Vice-Chair will have some extra responsibilities. Like the Trustee positions, these are spread throughout the year and completely manageable alongside a full-time workload. These include:

- Alongside the Chair and Finance Trustee, attending additional meetings with the CEO to provide year-round ongoing support in finance and governance
- Working with the Chair to ensure the CEO and NSDF team are best supported to undertake their duties, including pastoral support
- Working with the rest of the Board, ensuring everyone is fully equipped and confident to fulfil their roles
- Taking on additional governance responsibilities including ensuring the delivery of our NPO funding agreement, and a relationship with our Arts Council Relationship Manager
- Deputising for the Chair as needed.

Trustees don't just give to the organisation, there are also constant opportunities to learn and grow through being a Trustee. You can gain experience in governance and executive management; professional development; a new network of peers and collaborators; and the rewarding experience of volunteering as part of a dedicated, passionate, creative community. We'll support you to undertake and grow in the role as best we can, with mentoring available, and you'll get an existing Board member as a 'buddy' to help induct you into the organisation.

ABOUT NSDF

About our activities NSDF was founded in 1956 to encourage and celebrate the best and brightest student theatre that the UK had to offer. Since then, we've expanded and today we offer a platform where young people - regardless of whether they're in education or not - can come together and celebrate the power of performance. We are a Midlands-based organisation, with a national reach.

"To have opportunities like this outside London is massively important, and I don't think it can be understated" – Festival participant quoted in the Sunday Times, 2023

Our annual artistic programme consists of year-round activity opportunities, and advocating for systemic change. Each year, this work culminates in an annual Festival week, where young people come together to connect, create, perform, and learn.

We do this because we believe that all young people should have equal access to careers in theatre, and the positive outcomes that participating in the arts can have on wellbeing, mental health, confidence and skill development. In the wake of the pandemic, and ensuing financial crises, it is harder than ever to begin a career in the arts – it still relies on being well-networked, favouring those with cultural and financial capital. In response, we deliver a programme of work that opens up opportunities in theatre to all young people. We work to actively remove barriers for young people facing disadvantage: these might be linked to race, gender, socio-economic status, disability, or geographic location. We consult with young people to ensure we are meeting the evolving needs of young theatremakers today.

Our main activities are:

- An annual Festival, comprising a week of free workshops, events, discussions, talks and performances – including productions and Work-In-Progress showings from groups of young people across the UK
- Educational workshops, where young people develop new skills and are given vital access to information about careers both on and off the stage
- NSDF LAB, a year-round programme giving young artists and companies free professional development and mentoring
- Young Technicians, a training offer for young people aspiring to or interested in technical theatre careers
- Noises Off, a zine produced each year, written by and for young people
- Digital activities and events including discussions, sharings, workshops and an online HUB for young theatre-makers to get their work seen Networking and mentoring opportunities to help young people's professional development
- Discussions and policy work, giving young people a voice in the sector and a chance to advocate for themselves

This is just a summary of our work; if you're interested in more detailed information about any of our projects, please take a look at our website and socials here: www.nsd.org.uk / @nsdfest

development

joy

programmes

festival

workshops

technical training

networking

mentoring

training

connection

"Really kind energy permeated throughout the festival, so tender and giving to young artists, which made me feel that I have a place in this industry"

Festival Participant 2023

ABOUT OUR IMPACT

We have 67 years' experience nurturing the work and launching the careers of young people. Our alumni include artists such as Marianne Elliott, Indhu Rubasingham, Stephen Fry, Meera Syal CBE, John Tiffany, Buzz Goodbody, Lucy Prebble, and Vicky Featherstone.

In 2023:

- Before the festival, only 18% felt like working in theatre was a viable career, after the festival this jumped to 73%.
- Only 6% felt before the festival that they had a good understanding of how the industry worked, and this also increased to 73%.
- Before the festival, 12.5% felt like entering the industry was accessible to them, after the festival 73% felt it was. After attending the 2023 Festival, 75% of respondents felt better connected to the industry.
- 92% felt that NSDF is the link between student theatre and making work professionally.
- 75% felt that NSDF is a national organisation.
- 84% felt that NSDF is necessary.
- 92% felt that NSDF is kind.

“NSDF is one of the best organisations to develop work with. [We] wouldn't exist without NSDF, from being selected for the festival with our first play in 2020, to financial support behind our digital work, to spring boarding our return to live work (...) we are eternally grateful to them for believing in us, listening to us and helping us to make the work we want”

Emerging company supported by NSDF, 2022

About our organisation NSDF is a registered charity, and a company limited by guarantee, with a turnover of approximately £150-200k. Our annual accounts are publicly available on the Charities Commission and Companies House.

NSDF is an Arts Council England National Portfolio Organisation (ACE NPO), which means that we receive regular annual public funding to deliver our core activities. Trustees play a key role in delivering this funding agreement, and in particular contribute to ensuring that we always prioritise these Investment Principles:

- Being inclusive and relevant: removing barriers for young people to participate in the arts, increasing the diversity of our beneficiaries and reaching young people underrepresented in and underserved by the arts
- Creating high-quality work, and undergoing monitoring and evaluation to make sure we understand our impact, and that data and feedback informs the planning of our work
- Running our charity in a dynamic, sustainable way: adapting to changing landscapes, and considering inclusion and innovation
- Environmental responsibility, always considering how we can work in the most sustainable way

These Investment Principles play a key role in our Board Meetings. Additionally, throughout the year, some Trustees might also take on additional responsibilities to deliver one or more of these Investment Principles – if you have expertise or an interest in any of these areas, let us know.



BECOMING A NSDF TRUSTEE

As a Trustee, you'll work closely with our CEO, Keerthi Kollimada, to deliver NSDF's mission, vision & values. You may also work with the freelance team who deliver NSDF's activity, operation and fundraising.

Your commitment

We are looking for people who want to commit to being part of NSDF's Board for a 'term', which lasts for three years. Trustees serve for a maximum of 2-3 terms – 6-9 years in total.

Your responsibilities

As a Board Member, you will:

- Attend and contribute to our Board meetings
- Read Board papers in advance of each meeting, including minutes of the previous meeting, and artistic and financial reports from the Executive team
- Attend additional meetings, such as one in-person Away Day per year
- As required, provide additional advice or support based on your own specialist knowledge or experience.
- Keep up-to-date with NSDF's programme activity, fully understanding our work – and ideally visit the Festival each year
- Act as an ambassador and champion for NSDF, helping to raise our profile and support the team in our fundraising efforts
- Ensure proper, effective, and sustainable governance of NSDF, including monitoring ongoing risks and ensuring measures are in place to mitigate these risks
- Ensure that NSDF is fulfilling its purposes, and contribute to the delivery of our 2023-26 Business Plan and strategy
- Build and maintain relationships with stakeholders, in many cases funders.
- Oversight of ensuring statutory and otherwise paperwork is of high quality.
- Holding the organisation accountable (which sometimes might look like challenging how and why decisions are being made, aka a critical friend).
- Be personally and professionally committed to anti-racism, and an anti-racist practice
- Support the supervision of our CEO, and help them at all times to fulfil their duties

APPLICATION PROCESS AND DEADLINE

To apply, please send us an up to date CV and a letter/video/voice message, no more than 2 sides of A4 or 3 minutes long, outlining why you would like to join the Board and how you believe you can support NSDF to reach its aims and ambitions. Please also indicate whether you are interested in applying for the Vice-Chair position – this position will have an informal second stage to the application process.

If you'd like to have an informal chat about the position, please contact rebecca@nsdf.org.uk to arrange, and one of us would be delighted to talk to you.

Please send your application to rebecca@nsdf.org.uk.

The deadline for applications is the 28th October 2024.

Thank you for your interest, and we look forward to hearing from you!



ADDITIONAL RESOURCES

Further Links:

- Young Trustee Guide: <https://www.artscouncil.org.uk/young-trustees-guide>
- Leadership & Governance: <https://www.artscouncil.org.uk/leadership-workforce-development-and-skills-arts-creative-and-cultural-sector-evidence-review>
- Culture Change Toolkit: <https://www.artscouncil.org.uk/culture-change-toolkit>
- Arts Council 'Let's Create' strategy: <https://www.artscouncil.org.uk/lets-create>
- Arts Council Investment Principles: <https://www.artscouncil.org.uk/lets-create/strategy-2020-2030/investment-principles>

Definitions:

- Full Glossary [here](#)
- ACE definition of Governance: *'The board or oversight group must have the following minimum responsibilities and authorities. To be independent of the executive leadership of the National Portfolio Organisation. To have either in direct or delegated form, responsibility for oversight of the National Portfolio funding agreement, to meet regularly, at least four times a year, with the executive leadership to review progress on the funding agreement. To receive and review regular reports on progress against that funding agreement and ensure that reports are forwarded to Arts Council on time and to meet and communicate directly with the Arts Council independent of the executive if required.'*

The Team:



Emma Kendall
Chair



Keerthi Kollimada
CEO



Rebecca Jones
Creative Producer

