

**OLD FIRE
STATION**

Join our Board of Trustees

Art is for everyone.
Everyone has potential.



About Old Fire Station, Oxford

The Old Fire Station is a multiform arts centre in the centre of Oxford that shares a building and deep partnership with Crisis, the homelessness charity.

OFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

See our latest impact report [here](#), and watch short videos about the OFS [here](#) and [here](#). Learn more about our projects [Marmalade](#), [Offbeat](#), [Hidden Spire](#) and [Storytelling](#).

What we do

Produce and present across art forms

We want our reputation to be good-quality art, in person and online, which is aimed at adults, takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

Help people to be creative

We want people to be able to write, sing, draw, devise, design, perform, move, make, imagine, play and create – physically and online – individually or with others and to a high standard. Creativity includes artistic practice but also extends to technology and science and imaginative thinking. We want people to tell their own stories using the medium that works best for them.

Support artists

We want early to mid-career artists from all disciplines to have access to the advice, networks and promotion they need to develop their practice as creatives and as facilitators of other people's creativity.

Include people facing tough times because of disadvantage

We share our building with the homelessness charity, Crisis. Through this partnership, we offer people who are homeless space to define themselves and choose their own labels by including them in the running of the centre. We also seek to include others who are socially isolated and disadvantaged. We do not focus on homelessness. We focus on what people who face disadvantage can offer.

Work with communities across Oxford

With Crisis, we offer a public space which is shared by very different people and helps to break down barriers and promote solidarity in Oxford. We will also work through partnerships beyond our building with different communities around Oxford.

What we consider in everything we do

Be human-friendly

This means working with others to

- educate ourselves about healthy organisational culture and decision making
- take practical steps to develop honest supportive relationships within our team, with our volunteers, our partners and funders and with the public
- use our creativity to promote services founded on good quality relationships and learning

It also means having fun!

Experiment and listen

To make great art and to achieve change we have to experiment and play.

This means taking risks, being prepared to fail and being able to adapt and respond.

It also means listening carefully to those with whom we work (especially to dissent), reflecting deeply on what we do and how we do it, and measuring impact primarily through storytelling.

Build financial resilience

This means ensuring that we are here for the long term by diversifying income streams, securing core and project funding, developing the business, minimising expenditure whilst delivering our mission and maintaining appropriate levels of reserves. It also means ensuring that those we work with are properly paid to help them become financially resilient.

Unlearn Discrimination

This means working with others to

- educate ourselves about racism and other forms of discrimination in cultural organisations (especially with regards to disability and class)
- take practical steps to become more representative of diverse communities
- use our creativity to explore diverse culture and challenge ignorance or abuse

Face the Climate Emergency

This means working with others to

- educate ourselves about the emergency
- take practical steps to reduce carbon emissions
- use our creativity to help our community face the challenges ahead



How do we do it?

We do all this by focussing on:

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

Why is this needed?

Oxford is globally renowned for stunning heritage and outstanding research.

Oxford is also a place of disadvantage and inequality.

Oxford needs the Old Fire Station because it is about openness, inclusion, looking forward and different thinking.

The Old Fire Station acts as a bridge between sectors, organisations and people.



What is involved?

All Trustees are expected to

- Promote and support OFS' vision, mission and values
- Contribute to the development of strategy, business planning and policy
- Ensure that policies, operations and priorities are in keeping with the aims and values of OFS and in line with relevant legal frameworks
- Ensure the charity is well managed in terms of finance and accountability
- Monitor the charity's performance in terms of meeting agreed goals and objectives
- Attend board meetings
- Contribute to fundraising and development through funder/donor cultivation
- Be an active advocate for the organisation by supporting wider networking
- Support the CEO and where necessary meet CEO and staff between Board meetings
- Attend events, performances and workshops where possible

Every Trustee is expected to prepare for and participate in regular OFS Board meetings (currently four per year), each lasting 2.5 hours and held in Oxford, plus one annual away day. Trustees are also asked to serve on a sub-committee. Most meetings can be attended remotely if necessary.





Full board meetings usually take place every three months. Meeting times can vary depending on the best availability of the board and supporting staff.

We have four sub-committees, Trustees are encouraged to join at least one:

- Finance + Audit
- Fundraising
- Art and Audiences
- Equity, Equality, Diversity + Inclusion

Sub-committees meet every 3 months, in the month prior to each board meeting.

The time commitment for this role is likely to amount to 12 days per year. The start date for this role is flexible.

All OFS Trustee appointments are unpaid, although reasonable travel and other out of pocket expenses will be paid for.

The usual term of office is 5 years extendable by a further 3 years to a maximum of 8.

NB if appointed, any new Trustee will join in a personal capacity not as a representative of an organisation. Any conflicts of interest will be noted and subject to the relevant policies.

Who are we looking for?

We are specifically looking for Trustees to support us in the following areas:

- **Fundraising**

- we're looking for someone who has experience in developing and stewarding individual donor programmes, who could support us in diversifying and growing our fundraising income with a particular focus on individuals.

- **Finance**

-we're looking for someone with an accounting qualification and the ability to communicate and explain financial information to members of the Board, staff and other stakeholders. This Trustee would support our Treasurer, and be interested in taking on this role over the long term.

- **Artistic programming**

-we're looking for someone professionally involved in either the visual or performing arts, who cares about and wants to contribute to support for artists, bold and inclusive programming and making art accessible for everyone

We think it is important for the organisation to be made up of people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it enriches the arts for all and makes us stronger as a team.

We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race and sexual orientation. Please tell us if you have this lived experience in your application.



Current Trustees

Caroline Boon (Chair)
Kim Collins
Doyin Atewologun
David O'Hara
Heather Smith (Treasurer)
Serrena Tanna
Demelza Brooks

Executive Leadership

Clara Vaughan	Chief Executive Officer
Becca Vallins	Deputy Chief Executive Officer
Sarah Cassidy	Head of Inclusion and Learning
Becs Morris	Head of Programming
Vacant	Head of Fundraising and Communications
Megan Dawkins	Head of Operations and HR



How to apply and what to include

To apply, please send in an expression of interest, alongside your CV to recruitment@oldfirestation.org.uk.

We also accept audio or video applications.

We recommend the software Speechify for reading aloud the role description.

We are looking to recruit more than one Trustee to our board.

This is a rolling recruitment process, meaning there is no deadline for applications. Please get in touch as soon as possible. We will review applications as they come in and be in touch from there.

Things to consider in your expression of interest:

What has led you to apply for this opportunity?

What excites you about being on the Old Fire Station's board of Trustees?

What experience and skills would you bring to this role, in particular around those listed on page 7?

Anything else you think we need to know about you.

If you have further questions about this opportunities please email recruitment@oldfirestation.org.uk

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could also fill in our [demographics monitoring form](#). This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination