



Trustee Recruitment Information 2024

Two Rhythms is a registered charity in England & Wales with the registration number: 1078995



Welcome from Gray Hill, CEO

Thank you for your interest in joining the board of Two Rhythms, a charity that has provided life-changing touch and movement-based programmes in support of disabled people of all ages for over 25 years.

2024 is a landmark year for the charity. We began the year by beginning our rebranding from our previous name, 'Touch Trust'. This has been a dramatic change, but one made in the interest of accessibility. The charity is now named after a key element of our unique method, harnessing and valuing the natural rhythms of heartbeat and breath shared by every guest.



In the Summer of 2024, we are opening a new facility in the north of Cardiff. This will be the first time in our history that we'll operate from two sites at once. We want to reach new guests, families and carers who can't easily access Cardiff Bay, and we're tremendously excited about its potential. Our existing site is also seeing improvements, with new equipment, instruments and technologies to enrich guest experience and improve the working environment for our team. Later this year, we will join our neighbours at the Wales Millennium Centre, which will be celebrating its own 20th anniversary. These milestones are a chance to look back on our journey so far and, more importantly, to pursue new opportunities, forge new partnerships, and grow the charity to help even more guests.

Each board member contributes to our overall strategy, and we benefit from a rich and diverse range of views and experiences. Under the guidance of our Chair, our board benefits from a collaborative and respectful culture, and I am confident that this will continue as the charity grows. Further details of the required skills and experience are set out later in the pack. Most importantly, we need someone who is passionate about our work and understands the difference we can make.

We continue to work in a challenging climate and need to find creative ways to grow and sustain the charity. This includes obtaining funding, improving our facilities and promoting the charity beyond our current reach. As we set out our strategy for the years ahead, we will seek innovation whilst preserving the legacy of our late founder, Dilys Price OBE.

“Be kind, give love, have fun, dance, be physical, don't be afraid, help each other.”

Dilys Price, OBE

I hope you will relish the opportunity to join the Two Rhythms team and help us lead the charity through our milestone anniversary year and all the challenges and opportunities that await.

Warm regards,

About us

Two Rhythms is a pioneering charity that offers unique and creative movement-based arts programmes primarily for those affected by profound disabilities and complex needs, autistic spectrum disorder, and other challenging behaviours. The charity was founded by Dilys Price OBE in 1998 as 'Touch Trust' and aims to aid self-development and active lifelong learning within a social, creative and nurturing environment. The work is based on the principle of participation through creative expression for all members of society, and the ethos of Two Rhythms represents the values of inclusivity and equality, an opportunity for authentic self-expression, and continuous evaluation and adaptation. All programmes are delivered with a holistic, non-judgmental and person-centred approach.



People of all ages can attend many multi-sensory, fun programmes, from baby and toddler sessions to structured group sessions for special schools, young people, and adult community groups. Programmes include courses and projects on art, music, dance and movement, drama and storytelling. We have also commissioned targeted projects for children aged 0 and 18, young people from 19-25 and carers days from multiple external funding sources.

Since 2004 Two Rhythms has been based in the Wales Millennium Centre in the heart of Cardiff Bay with its own purpose-built space. Many primary care providers in Wales attend Two Rhythms, such as Innovate, Orbis, Drive, Liberty Care, and Mirus. An informal network of individuals and family carers supports the charity through fundraising, awareness-raising and volunteering. Two Rhythms also runs a Provider Membership scheme with 16 organisations signed up to run the Two Rhythms Programme at their premises, including special schools, day services, colleges and community organisations.

You can find copies of our annual report at <https://www.gov.uk/find-charity-information>. Our charity number is 1078995. We are also a company limited by guarantee (company number 03681562)

Two Rhythms is run by a board of seven Trustees, though this is due to increase. Day-to-day operations are managed by ten paid staff. Our CEO, Gray Hill, leads an experienced Senior Management Team.

Why join us?

2024 will be a landmark year for Two Rhythms After a challenging few years of responding to funding changes and the impact of the pandemic, the charity has resumed operations. It benefits hundreds of guests, carers, and families each month. New senior leadership and a refreshed board have brought new energy and ambition, culminating in a successful rebrand that began in December 2023.

The charity is developing a new Strategic Plan, and alongside your fellow trustees, you will have the opportunity to help shape and realise our vision. We are a friendly, collaborative board, open to new thinking, and keen for people with a wide range of skills and experience to be involved in our work.

We aim to make your experience as a trustee both rewarding and enjoyable, and we offer support and development opportunities to help you grow your skills as a trustee, as well as a formal induction process. By joining us, we hope that you will use your expertise to make a real difference to our guests and help lead the charity in an exciting new phase.



“Being part of the Board, supporting our fantastic team and playing an active role in the charity’s development is hugely satisfying. Board meetings are focused and enjoyable, and everyone’s voice is respected.”

Jan Michaelis, Trustee

Who are we looking for?

We want to recruit a forward-thinking person, open-minded, willing to contribute their time and effort, and passionate about the arts and their potential for health and wellbeing.

The board are particularly keen to hear from candidates with specialisms in HR, Fundraising and Business Development though we welcome applications from all professional backgrounds.

We are keen to welcome diverse experiences and perspectives from the private, public and third sectors. We welcome candidates of any background who have the required skills and knowledge to be a Trustee.

Our Trustees provide Two Rhythms with the skills and experience to direct the strategy and work alongside the Senior Management Team. A single Trustee is not expected to have everything we need; our board team leads as a group.

Our board has financial oversight and is, by law, the guardian of the charity’s purpose. They are responsible for the resources and are expected to ensure the organisation stays within the law. Under the leadership of the Chair, the board will deliver effective governance and ensure Two Rhythms fulfils its charitable purpose and that we fulfil our obligations.

All our Trustees fulfil their roles on a voluntary basis. Normally they are expected to serve for a term of three years, but they can be invited to serve for a second term.

We particularly welcome applications from people with disabilities, Black, Asian and Minority Ethnic candidates, and applications from LGB, Trans and non-binary candidates as under-represented people within the sector.



Role description

Remuneration:	This position is not remunerated but trustees can claim reasonable out of pocket expenses incurred fulfilling the duties of the role.
Location:	Our facilities are in the Wales Millennium Centre, 6b Bute Pl, Cardiff, CF10 5AL and we will soon open a second site in North Cardiff. Meetings usually take place on-site. We can also facilitate attendance at meetings via Zoom/Teams.
Time commitment:	<p>We estimate that the role requires a time commitment of 2-4 hours per month. All Trustees are expected to attend meetings every two months (usually 5.00 pm - 6.30 pm), an annual away day, and up to four charity events a year. Meets can be online/in-person or hybrid and we aim to be as flexible as possible. Trustees are expected to undertake some work in between meetings to fulfil their responsibilities. This includes preparation for Board meetings, delivering actions assigned at meetings, providing active support to the executive team where their expertise can add specific value, and taking part in training and development.</p> <p>Some Trustees also sit on sub-committees, working groups or panels (e.g. Finance or Fundraising group).</p> <p>Trustees are usually appointed for a term of three years with the possibility of reappointment for a further term.</p>

Main responsibilities of a Trustee

- Fulfil the legal duties of the Trustee role
- Set strategy and agree business and financial plans to support strategic delivery
- Scrutinise performance, ensuring that everything Two Rhythms does and all resources spent go towards achieving Two Rhythms' charitable objects
- Undertake regular and detailed scrutiny of Two Rhythms' financial position, ensuring financial stability and the proper investment of any funds managed on its behalf
- Take responsibility for risk management across Two Rhythms, ensuring risks are identified, assessed and mitigated as far as possible
- Determine and lead the culture of Two Rhythms, ensuring that all behaviours and decisions are in accordance with Two Rhythms' Values
- Prepare for and attend all board meetings and relevant sub-committees
- Mentor staff
- Act as a visible ambassador for the charity, leading advocacy work with stakeholders, acting as a spokesperson where appropriate, representing the charity at events, and supporting the CEO and staff to raise the charity's profile

Trustee: Person Specification

We are seeking applications from suitably qualified and experienced people who can demonstrate:

- Enthusiasm for the charity and a strong commitment to its purpose
- Excellent communication skills and an ability to persuade and influence to promote the interests of Two Rhythms
- Good listening skills and an openness to other views and feedback on your own contribution
- Able to think differently, come up with new ideas and challenge existing thinking
- An understanding of the wider policy context in which the charity operates, including the arts, health and social care
- An understanding of the challenges facing small businesses and charities

Applications

To apply for the role, please send a CV and cover letter detailing your relevant experience, why you are interested in the role, and how you meet the role description and person specification to Two Rhythms, CEO, Gray Hill - gray.hill@tworhythms.co.uk

Please also provide the names and contact details of two independent referees who can comment on your suitability for the role.

If you would like to discuss the role informally before applying, please message the above address with your telephone number, and we will be in touch.

The deadline for applications is Friday 19th July 2024.

We will invite successful applicants for a tour of Two Rhythms and an interview, which is likely to take place late in July. Please let us know in your application if these arrangements present any difficulties for you so that we can look at alternatives or adjustments. Following the interview, the panel will recommend successful candidates to the Board for appointment. Feedback will be available to all candidates.