



JOB DESCRIPTION

POST TITLE	Trustee – Creative
ISSUE DATE	21/08/2023
REPORTING TO	Chairperson and Board of Trustees

Main Areas of Responsibility – Creative Support and Guidance

- To be available for the Project Board to support CEO's with your area of expertise
- **Duties** - To provide creative advice and support to the CEO's by providing additional ad-hoc telephone or email support.
To understand and support the Creative CEO in achieving their vision and strategy for activities and projects for the [Dover SmArt Project](#).
To contribute to the board of trustees' role in giving firm strategic support direction.
Ensuring that Creative Response has a clear vision, mission and strategic direction and is focused on achieving these.
To be responsible for supporting the CEO in the performance of the Creative activities of the charity
Ensuring that Creative activities comply with all legal and regulatory requirements.
Act as a guardian of Creative Response's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
Ensuring that the Creative CEO's governance is of the highest possible standard.
- **Experience** – To hold at least 10 years' creative experience working in a senior position.

General Areas of Responsibility

- To support the CEO's and Staff in the achieving the [Smart Manifesto](#), namely providing a safe space for young careers, young adult carers, older people and those living with dementia (and their families) providing a creative outlet and to inspire change, one piece of art at a time.
- Ensure [Dover SmArt Project](#) is carrying out its purposes for the public benefit
- Comply with [Dover SmArt Project's](#) governing documents and the law
- Act in [Dover SmArt Projects](#) best interests
- Ensure that the Management Team have the resources need to deliver what is agreed
- Manage [Dover SmArt Project](#) resources responsibly
- Act with reasonable care and skill
- Ensure [Dover SmArt Project](#) is accountable
- Adhere to the requirements and guidelines as laid down by the Charity Commission (The essential trustee: what you need to know, what you need to do (CC3))

Key Roles and Responsibilities

- To attend at least 8 Trustee meetings per year
- To report any serious conflicts of interest in line with [Dover SmArt Project](#) procedures
- Support the Senior Management Team in the setting and delivery of [Dover SmArt Project](#) Policies
- Provide support and advice in your allocated business areas as detailed on the following page.