

**Leeds33 Trustee Pack**  
**July 2024**

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Dear Applicant,

Leeds33 are looking for people with expertise across sectors, who are passionate about cultural education, collaboration, and the creative growth of young people in Leeds.

We are seeking new Trustees to be part of our organisation to help shape our future and enable the best possible cultural offer for children and young people in our city.

In general, your role as a Trustee is:

- As part of the Board of Trustees, work as a team on the organisation's strategic aims, ensuring the financial health of the organisation and that resources are in place to meet Leeds33's objectives.
- Work with fellow Trustees and Staff to set the organisation's values and ensure that its obligations to its partners, stakeholders and key funders are understood and delivered.
- Provide leadership of the organisation, ensuring that risks are assessed and managed.
- To be a critical friend to the organisation.
- Use your knowledge and expertise to keep the organisation up to date with any changes in your field which might impact Leeds33.
- Represent the organisation at networking opportunities and events, being an advocate for the work we do.

We are looking for up to 5 new Trustees who can offer professional experience in any of the following areas:

- HR
- Finance and Accounting
- Fundraising
- Marketing and Comms
- Charity Law

This will be an opportunity for you to support our strategic planning, consolidate your leadership skills and to expand your network.

Leeds33 is at an exciting time in its history, as we have recently successfully applied to become a Charity Incorporated Organisation (CIO). We are looking for Trustees to join us from October 2024, at the beginning of the new academic year.

In this pack, you will find further information about the organisation and further details on the commitment of being a Trustee. If you would like to have an informal chat with me about this opportunity, or have any queries, please email me on [hello@leeds33.com](mailto:hello@leeds33.com).

Thank you for your interest. We look forward to receiving your application.

Yours faithfully,

Dr Briony Thomas  
Chair of Trustees

## About Leeds33

Leeds33 (formally known as LeedsCEP) was established in September 2017 in response to Arts Council England's Cultural Education Challenge and is part of national network of Local Cultural Education Partnerships (LCEPs).

LCEPs are a partnership of arts and cultural organisations, educational institutions, local authorities and other stakeholders committed to developing cultural learning opportunities for children and young people in their local area. They exist across the country indifferent local authorities and respond to local needs and contexts.

Leeds33 works strategically to drive a joined-up cultural offer locally; to share resources and to bring about a more coherent, visible, cultural education offer for children and young people in the city. We have a wide and growing membership of organisations through our mailing list, from across the cultural, education, and community sectors which cover all geographical areas of Leeds.

Leeds33 has a vision to empower children and young people through arts and culture in Leeds. Our mission is to enable the city to harness the power of arts and culture, empowering every child and young person to flourish. Through transformative cultural partnerships and programmes, children and young people will have ownership and agency of their own cultural learning.

We have four priority areas where we focus our work, each with a dedicated group, called a Priority Pod. These Pods have cross-sector representation from those with relevant expertise.

These priorities are:

### Youth Voice

We work to ensure that young people's voice is a key part of decision-making in the development of creative education opportunities. We will shape effective policy planning by raising the profile of young people's perspectives and creative education needs.

### Advocacy and Comms

We look to create an evidence-based case for cultural education and will use this to advocate to decision-makers and stakeholders in Leeds. We're also raising awareness and removing barriers to the cultural education offer in Leeds by developing targeted work where engagement is low and providing targeted information for schools and young people on cultural offer in the city.

### Creative Health

We support cross-sector information exchange, networking, professional development and other initiatives which support health and wellbeing outcomes for children and young people through engagement with arts and culture.

### Progression and Skills

We look to support programmes that identify, nurture and retain young people's creative talent in the city and address current barriers to cultural education progression from early

years through to higher education. We work together to develop better practices in creative and cultural learning in schools and support the progression and talent development of young people into creative careers.

## **How We Work**

Leeds33 is a membership network that is governed by a Board of Trustees and supported by an Advisory Board made up of partners from around the city. Anyone can become a member of Leeds33 by registering to our mailing list.

- We forge partnerships and networks so members can be more joined-up and work in a more informed and collaborative way.
- We promote the work our members and what they do for children and young people in Leeds.
- We look to be a collective voice, which can shout louder about what the value of creative and cultural learning to those who can listen and affect change.
- We celebrate all the amazing work that happens in our organisations, schools and neighbourhoods.
- We support the development of that work and share better practice in the city.

## **Members**

Anyone can become a member by signing up to our mailing list. When signing up, members receive monthly newsletters that update them on cultural and creative work in the city for children and young people. We also share information on interesting projects, member's news, policy information and CPD opportunities. Members can become more actively involved in our Priority Pods.

## **Priority Pods**

Our Priority Pods are led by Pod Leads, who feed into the Leeds33 Advisory Board. There are four Pods that drive forward key areas of work within the following areas: Youth Voice, Advocacy and Comms, Creative Health, Progression and Skills. These groups meet online between appropriately six times a year.

## **Advisory Board**

Comprising of approximately 12-15 members, the Advisory Board draws on expertise from the cultural sector, education sector, community, local authority and creative industries. We try and ensure there is diverse representation to reflect the communities of Leeds and that specialist knowledge and experience across the sectors is brought into our work. Our Advisory Board meets every 8 – 12 weeks.

## **Board of Trustees**

We have a Board of Trustees, that currently comprises of four Trustees. The Chair of Trustees is Dr Briony Thomas, Associate Professor at the University of Leeds.

## **What We Do**

We are a strategic network in partnership for the creative growth of young people in Leeds. We carry out our aims through the following activity:

- *Skill Development*

Leeds33 grows skills in the city by providing development opportunities for young people and professionals at all stages of their career. This includes:

- A programme of development workshops and CPD sessions.
- Youth leadership development opportunities.

- Evidence and Knowledge

Leeds33 improves practice and supports decision-making by continuing to develop an evidence base and facilitating knowledge exchange. We generate new knowledge and evidence through collaborations between researchers, public sector organisations and industry partners. This includes:

- A bi-annual conference.
- Networking events.
- Communications including a newsletter.
- Conference presentations, thought leadership pieces, round tables etc.

- Network Membership

Leeds33 develops a network membership in the city, to further foster the benefits of partnership working in cultural education, as well as providing opportunities to upskill and connect. This includes:

- Access to events.
- Opportunities to participate in collaborative research projects.
- Promotion of their activity.
- Networking opportunities.

- Advocacy

With access to a strong evidence base, a network representing many of the cultural organisations in the city, and access to key decision makers, Leeds33 advocates for creative learning and informs key decisions at a strategic level.

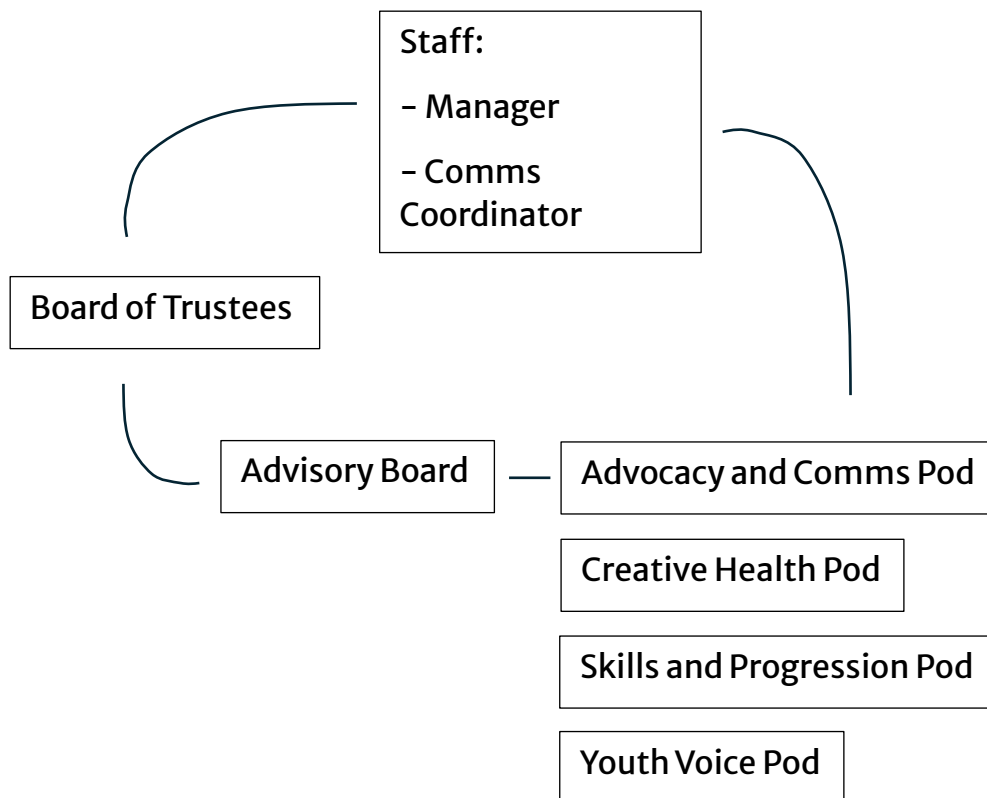
In 2023 alone, Leeds33 has delivered sector training, a large-scale conference, and tested new pedagogical methodology:

- Leeds33 has supported the delivery of 'Leeds Language Week', bringing together over 15 partners including the University of Leeds, Leeds Music Education Partnership, British Council and others, engaging over 3,000 learners through a programme of creative linguistic activity.
- We delivered three 'Youth Voice CPD Sessions' for teachers, cultural organisations and freelancers to embed youth-centred practices into decision making within creative learning contexts.
- Leeds33 delivered the 'Cultural Education Conference' at The Tetley, seeing over 150 stakeholders attend the day.
- 'Culture on the Doorstep' was a project that looked at methods to explore creative place-based learning within the context of 15-minute neighbourhoods, working closely in partnership with local schools.
- Leeds33 is supporting the delivery of a University of Leeds research project, 'Mapping Creative Arts Education' to collate creative and cultural engagement in schools – creating a baseline for the Year of Culture, but also producing an open online resource that will support schools, cultural organisations and the city to improve Leeds' cultural

education offer by highlighting the priorities for improving CYP's access to culture and by identifying cold spots.

To deliver the above, the partnership has been successful in drawing funding from Spirit of 2012, Research England, Economic and Social Research Council and IVE amongst others.

## Governance



## Trustee Role Profile

We are keen to hear from individuals who are passionate about cultural education and the creative opportunities available to children and young people in Leeds.

### Trustee Duties and Responsibilities:

- Contribute in a constructive manner to the organisation's strategic direction, policies, objectives and targets.
- Take an active role in the development and approval of the business plan.
- Comply with Leeds33's policies, governing document and to observe charity and company law and other regulatory requirements.
- Act as the employer of Leeds33's employees.
- Effectively evaluate Leeds33's operations.
- Safeguard the organisation's financial stability, including approval of annual accounts, budgets and advice on major resource issues.
- Share knowledge and expertise for the benefit of the organisation and keep Leeds33 up to date with any changes in your field which might impact the organisation.
- Represent the organisation at networking opportunities and events, being an advocate for the work we do.
- Support Leeds33 with its fundraising endeavours.

## Qualities and Experience Desired:

- An interest in the arts and in education.
- Extensive experience from the public sector, the world of business and/or the arts; we are keen to hear from individuals with a range of skills, including but not limited to HR, Finance and Accounting, Fundraising, Marketing and Comms, Charity Law.
- A desire to work in the best interests of Leeds33, without regard to personal financial gains.
- Effective advocacy and communication skills.
- A willingness to play an active role in fundraising.
- An understanding of good governance in business, the public or non-for-profit sector and the duties and responsibilities of Trustees (more details can be found on the Charity Commission website at: [www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](http://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)).

## Time Commitment

- Time commitment equates to one full day per month, although more may be required from time to time. This includes four Board meetings per year and between one and two half-day Board retreats. In addition, time is needed to study meeting papers, and attend a variety of Leeds33 events.
- Trustees serve a three-year term, with a maximum extension two more terms.
- Board and committee meetings are held online via Teams.
- The Board has between one and two half-day annual retreats scheduled to suit the majority of Trustees to consider the strategic direction of Leeds33 and address key issues for Leeds33.

## Eligibility

The law places certain restrictions on becoming a charity Trustee. For example, you cannot be under the age of 18, previously been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the Company Director's Disqualification Act 1986, or been convicted of an offence involving deception or dishonestly (unless the conviction is spent). If you are in any doubt about your eligibility, visit the Charity Commission website at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

We are looking for individuals that are willing to show objectivity, accountability, honesty and integrity.

This role is a voluntary role. In the future, Leeds33 hopes to be able to cover any costs related to travel, training and any other expenses that Trustees may incur to attend the Board meeting.

## How to Apply

Please send a CV and a covering letter explaining why you are interested in becoming a Trustee and outline how your skills and experience meet the Trustee Profile in this pack. If you prefer to send us an audio recording or a video application of up to 4 minutes, please do so via WeTransfer.

Please email your application to [hello@leeds33.com](mailto:hello@leeds33.com) with the subject: *Leeds33 Trustee Application*.

The deadline for applications is Monday 16<sup>th</sup> September 2024 at 9am.

We will hold an informal interview online via Teams at a time convenient for both you and our current Trustees.

If you would like a version of this pack in large text, please do not hesitate to get in touch via [hello@leeds33.com](mailto:hello@leeds33.com)

### **Where to Find Us**

You can find us online via our website at [www.leeds33.com](http://www.leeds33.com)

Email us at: [hello@leeds33.com](mailto:hello@leeds33.com)

Phone: 0113 3227 524 (monitored Tuesdays – Thursdays, 9am – 5pm)

Find our postal address below:

Leeds33  
International House  
14 King Street  
Leeds  
LS1 2HL

Find us on social media:

X: @Leeds33\_

Instagram: @Leeds33\_

LinkedIn: <https://www.linkedin.com/company/leeds33/>

