



## **Leeds33 Co-Chair Pack July 2025**

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Dear Applicant,

Leeds33 are looking for a person to be the Co-Chair of the Board of Trustees at Leeds33. We are looking for someone who is passionate about cultural education, collaboration, and the creative growth of young people in Leeds.

We are seeking a new Trustee who will act as Co-Chair 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 Co-Chair is:

- Represent the voice of Leeds33.
- Work with our existing Chair (to role share) and provide leadership in realising our strategic vision and be responsible for key decision-making alongside fellow Trustees.
- 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 work to the organisation's values and ensure that its obligations to its partners, stakeholders and key funders are understood and delivered.
- Provide joint 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.

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

Leeds33 is at an exciting time in its history, as we have successfully been awarded an Arts Council England National Lottery Project Grant and incorporated as a Charitable Incorporated Organisation (CIO). We are looking for a Co-Chair to join us from October 2025, 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 Co-Chair for Leeds33. To apply for this role, we are asking candidates to have an initial informal conversation about this opportunity with one of our Trustees. Please email [hello@leeds33.com](mailto:hello@leeds33.com) and someone from the team will be in touch.

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

Yours faithfully,

The Leeds33 Team



## 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 in different 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 and the 33 wards of Leeds.

Leeds33's vision is 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 that we focus on. Three of the priorities have a Priority Pod, a group of people dedicated to its focus, Each Pod has representation from the sector with relevant expertise. The fourth priority area; Advocacy is a strand that underpins all of Leeds33's work and all of the three pod areas.

These priorities are:

### Youth Voice (Priority Pod)

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.

### Creative Health (Priority Pod)

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.

### Creative Skills (Priority Pod)

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.



### Advocacy (across all areas)

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 Leeds' cultural education offer, by developing targeted work where engagement is low and providing targeted information for schools and young people on cultural offer in the city.

### **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 of 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 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 is able to 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

There are three Priority Pods that drive forward key areas of work within the following areas: Youth Voice, Creative Health, Progression and Skills. These groups meet online up to 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 six Trustees. The Chair of the Board is Briony Thomas, Professor of Applied Creativity at the University of Leeds. Our other Trustees are:



- Wendy Harris, Artistic Director, Tutti Frutti
- Matt McCallum, Associate Director of Programmes, Arts and Humanities Research Council (UKRI)
- Selina McGonagle, Executive Lead, Craven Arts House, and Independent Arts Advisor
- Angus Smith, Assistant Headteacher, Cockburn School
- Elvie Thompson, Lead Learning Producer North, British Library

## 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:

- *Skills Development*  
Leeds33 grows skills in the city by providing development opportunities for young people and professionals at all stages of their career. This includes:
  - o A programme of development workshops and CPD sessions.
  - o 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:
  - o A bi-annual conference.
  - o Networking events.
  - o Communications including a newsletter.
  - o 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:
  - o Access to events.
  - o Opportunities to participate in collaborative research projects.
  - o Promotion of their activity.
  - o 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:

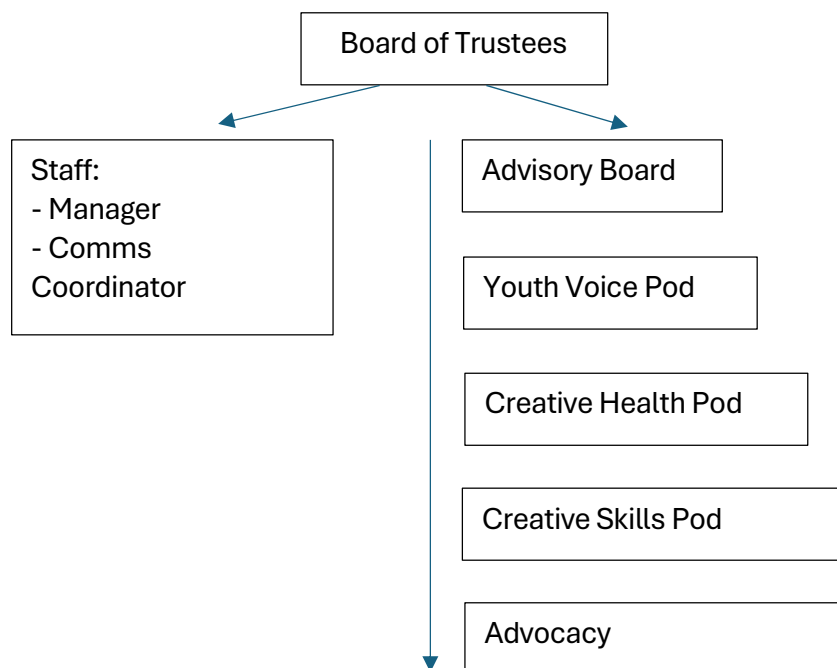
- Leeds33 has supported the delivery of 'Leeds Language Week', bringing together over 15 partners including the University of Leeds, Leeds Music Education Partnership, British

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 part of 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 LEEDS 2023 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 Structure



### Co-Chair 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.

### **Co-Chair Duties and Responsibilities:**

- Work closely with the current chair to effectively share the roles and responsibilities
- Chair an agreed number of meetings of the Board of Trustees and Advisory Board (each group meets once every quarter).
- Strategic representation of Leeds33 at a regional and national level, as and when required.
- Ensure that Leeds33 is connected and well-networked in order to raise the profile and put forward the views of the partnership.
- Steer fundraising activity and ensure funding agreements are serviced and reporting requirements are met.
- Take an active role in leading 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.
- Lead on the organisation's strategic direction, policies, objectives and targets.
- Act as the employer of Leeds33's employees and provide management support of the Leeds33 Manager.
- 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.

### **Person Specification:**

#### Essential:

- Belief in the value of cultural education as a concept, and the broader benefits of all children and young people having access to high quality arts and creative learning opportunities.
- Sound understanding of governance and confidence in providing leadership and guidance on matters relating to transparency, decision making, allocating resources, achieving results and accountability.
- Strategic thinking and ability to see the bigger picture, with an understanding of how to involve others in the development of a shared vision and strategy.
- Ability to provide oversight and guidance of operational delivery, including the shared line-management of the Leeds33 Manager.
- Ability to make and nurture high level relationships.
- Effective advocacy and communication skills.
- A willingness to play an active leading role in fundraising.
- A desire to work in the best interests of Leeds33, without regard to personal financial gains.
- Aligned with the values, mission, and vision of Leeds33, committed to working with integrity and being guided by strong values.
- 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)).



#### **Desirable:**

- Previous experience of successfully chairing a group at a similar level.
- Experience of leading on organisational development.
- Access to a broader network, for example, education, cultural, commerce & industry, policy-making and/or government.

#### **Time Commitment**

- Time commitment equates 3 days per month, to include Board of Trustee and Advisory Board meetings, event attendance and networking, although more may be required from time to time. This includes four Board meetings per year, and up to two half-day Board retreats to consider the strategic direction of Leeds33 and address key issues for Leeds33. 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.

#### **Support Available**

This is a shared role that is supported by our current Chair, Professor of Applied Creativity, Briony Thomas.

#### **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 an individual that is 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**

We require all interested candidates to have an initial informal conversation with one of our current Trustees, before submitting an application. To arrange this, please get in touch with Hannaa Hamdache at [hello@leeds33.com](mailto:hello@leeds33.com) who will organise this.

After having an informal conversation, please submit an application following the requirements below:

Please send a CV and a covering letter explaining why you are interested in becoming a Co-Chair and outline how your skills and experience meet the Co-Chair 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 note that we are interested in what you say rather than how you say it. So please answer in the format that best suits you and enables you to respond fully to the questions. This could be written English, video, an audio recording, or bullet points.

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

**The deadline for applications is Monday 22<sup>nd</sup> September 2025 at 11.59pm.**

Successful candidates will be asked to interview in-person at a time convenient for both you and our current Trustees during w/c 6<sup>th</sup> October 2025.

If you would like a version of this pack in large text, or wish to discuss submitting in an alternative format, 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 539 7140 (monitored Tuesdays – Thursdays, 9am – 5pm)

Find our postal address below:

Leeds33  
International House  
14 King Street  
Leeds  
LS1 2HL

Find us on social media:

Bluesky: @leeds33.com

Instagram: @Leeds33\_

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