



BOARD MEMBER RECRUITMENT PACK

Application launched 8th March 2024

Application deadline Applications are welcome on an ongoing basis

How to apply Note of interest (no more than 1 page or 750 words) and CV to recruitment@odtheatre.org.uk; subject line **BOARD APPLICATION**

Your note of interest should tell us:

- How your experience makes you a good fit for our board
- Why you are interested in becoming a board member
- What excites you about the work that we do

What we're looking for

We are looking for board members who share our company values, who believe in our vision, and who can support the Chair and the board to build on the success of Out of the Darkness Theatre Company.

Anyone is welcome to apply, but we are particularly interested in talking to people who;

Have experience in the following areas for either 3rd sector or private sector organisations including the following skills:

- Fundraising and Funding Applications
- Business Development
- Property and Legal
- IT & Finance

ABOUT OUT OF THE DARKNESS THEATRE COMPANY

Established in 1992, Out of the Darkness Theatre Company is a registered charity based in rural Moray, in the North East of Scotland. Our identity is formed around our core intention of working with adults with learning disabilities, known as our members, to develop their core skills within a creative arts context, building confidence and resilience through performance. We provide a safe space for individuals to grow and achieve, in their own way and at their own pace. Our members gain a real sense of purpose and pride, participating in meaningful projects with their peers, staff and by extension our wider community.

With our members, we work on a project basis, with provision targeted at improvement of their interpersonal skills including **Confidence, Teamwork, Independence, Communication, Listening and Decision Making**. Our projects allow our members to create and participate in live theatre and filmed productions supported by our experienced staff team. Our members enjoy social interaction and being able to showcase and perform their work to the local community throughout the year. They also feel ownership and belonging in our theatre company base, an environment which champions parity, joy and warmth. Work with our members has always been at the heart of Out of the Darkness Theatre Company.

We have also been mindful to grow and adapt through undertaking collaborations in the community and also through establishing formal partnerships with Health and Social Care Moray, NHS Highland, Quarriers and care experienced young people, the local university, UHI Moray; this has allowed us to diversify our income streams, to protect our core work, whilst being active in building local capacity through the delivery of performance-based qualifications. This highlights our versatility and our expertise, and creates a sense of social understanding and acceptance across the groups and organisations we engage with.

We are proud that the work we do has recently been accredited by the following organisations;

- **Young Person Guarantee** through engagement with Schools, DYW Moray and the Career Ready Programme
- **Disability Confident Committed Employer** which recognises our inclusivity towards our people
- **Living Wage Employer** committed to supporting and valuing our team

Our Board

- Jamie MacMillan | Vice-Chair
- Heather Scott | Board Trustee
- Jean Ramsay | Board Trustee
- Lorna Young | Board Trustee

Our team:

- Garry Collins | Creative Director
- Mark Sellars | Business Manager
- Martin McAuslan | Creative Lead Practitioner
- Emma Harrison | Creative Lead Practitioner
- Benjamin Moore | Creative & Digital Practitioner
- Fraser Bishop | Creative Practitioner
- Shannon-Lee Rowe | Creative Practitioner
- Ian Cooper | Creative Practitioner
- Karen Higginbottom | Volunteer

Our social media platforms showcase many of our past and current productions;

Facebook www.facebook.com/odtheatre

Instagram www.instagram.com/odtheatre

YouTube www.youtube.com/@odtheatre

TikTok www.tiktok.com/@odtheatre



RESPONSIBILITIES AS A BOARD TRUSTEE

The board is responsible for supporting the Chair and senior members of the team in achieving the company's aims. We are recruiting board members to bring in new perspectives and experiences.

We are committed to making sure that all board members have a positive and fulfilling experience with the company and will be working hard to establish a strong onboarding process so that all board members understand the organisation and feel equipped to undertake their work fully.

General

- Board members must maintain communication with other board members.
- Board members must attend quarterly board meetings, and the AGM. The meeting agenda, along with any accompanying documents, should be shared with the full board and senior members of the team in advance of meetings.
- Board members must support the company's programme of delivery and ensure that all of the company's activities are in line with company values, missions and objectives, and not the interests of individuals.
- Board members should advocate for the company and its work and show an active interest in the company's activities and people.

Chair & Team

- Board members must maintain communication with the Chair.
- Together with the Chair, all company policies should be reviewed annually.
- The board are responsible for ensuring that our programme offering is in alignment with the company's charitable purpose, vision, and mission; that the team uphold the company values; and that they are performing their duties.

Legal & Financial

- The board is responsible for ensuring that the company is run in accordance with the law, the Scottish Charity Regulator (OSCR) and must remain current on changes that might affect the company. This includes the financial and reporting obligations that the company must carry out. The board are responsible for ensuring that the company is reporting and governing its finances in full accordance with the law and the Scottish Charity Regulator (OSCR).
- The board must ensure that all activities of the company are legal, ethical, and in alignment with company policies and values.
- The board must ensure that the company's finances are managed to ensure the sustainability of

the organisation.