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# Trustee Recruitment Pack

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Apply by:  
Wednesday  
28 May 2025



# About Theatres Trust

Theatres Trust is the **national advice and advocacy body for the UK's theatres** supporting all forms of theatres, whether old or new, commercial, subsidised or community-run.

We protect theatres and champion the future of live performance by **advising and supporting our nation's theatres** to develop best practice in **design** and **management** following the four principles of **resilience, environmental sustainability, inclusivity and placemaking**.

We believe **people should have access to theatres wherever they live across the UK**, whether in small communities, towns or cities, so they can engage in creative activity and attend live performances.

**Theatres have a positive role to play in placemaking**, contributing to the local economy and to people's well-being, making our villages, towns and cities great places to live, work and visit.

**Theatres are central to the continued health and vibrancy of the theatre sector** which depends on well designed and well-run

theatres of all scales and styles across the country, nurturing talent, providing platforms and engaging with their diverse local communities.

Theatres Trust was established by Acts of Parliament (England, 1976; Scotland, 1978) 'to promote the better protection of theatres'. Theatres Trust is also the statutory consultee for planning applications affecting theatres in England, Scotland and Wales. The Theatres Trust Charitable Fund, established in 1977 to support the work of Theatres Trust (registered charity number 274697), has the same board of Trustees.



## Role Specification

The chief role of the Trustees is to assist the Chair in meeting the Board's overall responsibilities, in accordance with their statutory and charitable duties. Advice and guidance on these duties will be provided as part of induction.

The Board of Trustees also offers guidance and expertise to the Executive Team (the CEO and staff of Theatres Trust) in the setting and monitoring of strategic priorities and as needed, on aspects of governance, operations, casework and activities where relevant. Trustees are also looked upon to be advocates for Theatres Trust, with an ability to actively promote its work.

This role is an appointment to both boards of Theatres Trust and the Theatres Trust Charitable Fund.



## Person Specification

### Essential Criteria

- An understanding of and interest in the aims and objectives of Theatres Trust.
- An advocate for the theatre sector and the role theatres play in their local communities, as well as experience promoting this to wider networks.
- A demonstrable commitment to promoting cultural diversity and inclusion
- A strong commitment to engaging communities outside of London and factoring in nation-wide perspectives into all decision making.
- An understanding of the principles and practices of good governance.

### Additional Criteria

The Theatres Trust is seeking three Trustees, with experience and/or skills in one of the following areas:

- Communications and Marketing, including digital media, press relations, or branding.
- Leadership in the Creative Industries, ideally within a theatre building.
- Architecture, ideally with recent experience of theatre capital projects.

### Desirable Criteria

- An understanding of and commitment to the promotion of environmentally sustainable practice within the development and management of theatres.

## Time Commitment

Trustees must be able to attend the meetings of the Board in person or online, and such other meetings as may be necessary. Board meetings are normally held four times a year and there are currently two optional sub-committees; Executive Committee & Fundraising Committee who each usually meet four times a year. Trustees are also encouraged to attend occasional Theatres Trust industry, promotional and cultivation events across the year. In addition, individual Trustees may be called upon from time to time, outside of formal meetings, to offer advice and guidance to the Executive Team on a range of relevant issues according to their areas of expertise.

## Remuneration

This role is not remunerated and therefore will not attract a pension or any other gratuity.

Theatres Trust offers reasonable travel and subsistence expenses for the attendance of Trustee meetings, as well as meeting trustees' access requirements.

## Term of Appointment

The term of appointment is three years.

## Location of Meetings

Board and Committee meetings will take place in central London and/or virtually as required. One meeting a year, normally in June, takes place outside of London, for which reasonable travel and subsistence expenses are provided, as well as access requirements.

## Equality and Diversity

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve and this is an important part of the Government's levelling up agenda.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, your responses are collected by the Cabinet Office and the government department(s) managing your application. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. The information you provide will not be seen by the Advisory Assessment Panel who review applications against the advertised criteria and conduct interviews.





## Disability Confident

We are a member of the Government's Disability Confident scheme. We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain disabled people. As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role, set out in the advert, and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'essential criteria', we mean that you must provide evidence which demonstrates that you meet the level of competence required under each of the essential criteria, as set out in the job-advert. When you apply you will have the opportunity to select if you would like your application considered under this scheme.

## Reasonable Adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of common changes are:

- ensuring that application forms are available in different or accessible formats;
- making adaptations to interview locations;
- allowing candidates to present their skills and experience in a different way;
- giving additional detailed information on the selection / interview process in advance to allow candidates time to prepare themselves;
- allowing support workers, for example sign language interpreters;
- making provision for support animals to attend.
- When you apply you will have the opportunity to request reasonable adjustments to the application process.



## Supporting Information

This appointments process adheres to the Cabinet Office [Governance Code on Public Appointments](#), which is regulated by the Commissioner for Public Appointments.

All applicants are expected to abide by the Seven Principles of Public Life and the [12 Principles of Governance](#).

## Eligibility Criteria

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);
- have an unspent conviction on your criminal record;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

When you apply, you should declare if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this.
- you are subject to a current police investigation.

You must inform us if, during the application process, your circumstances change in respect of any of the above points.

## Conflicts of Interests

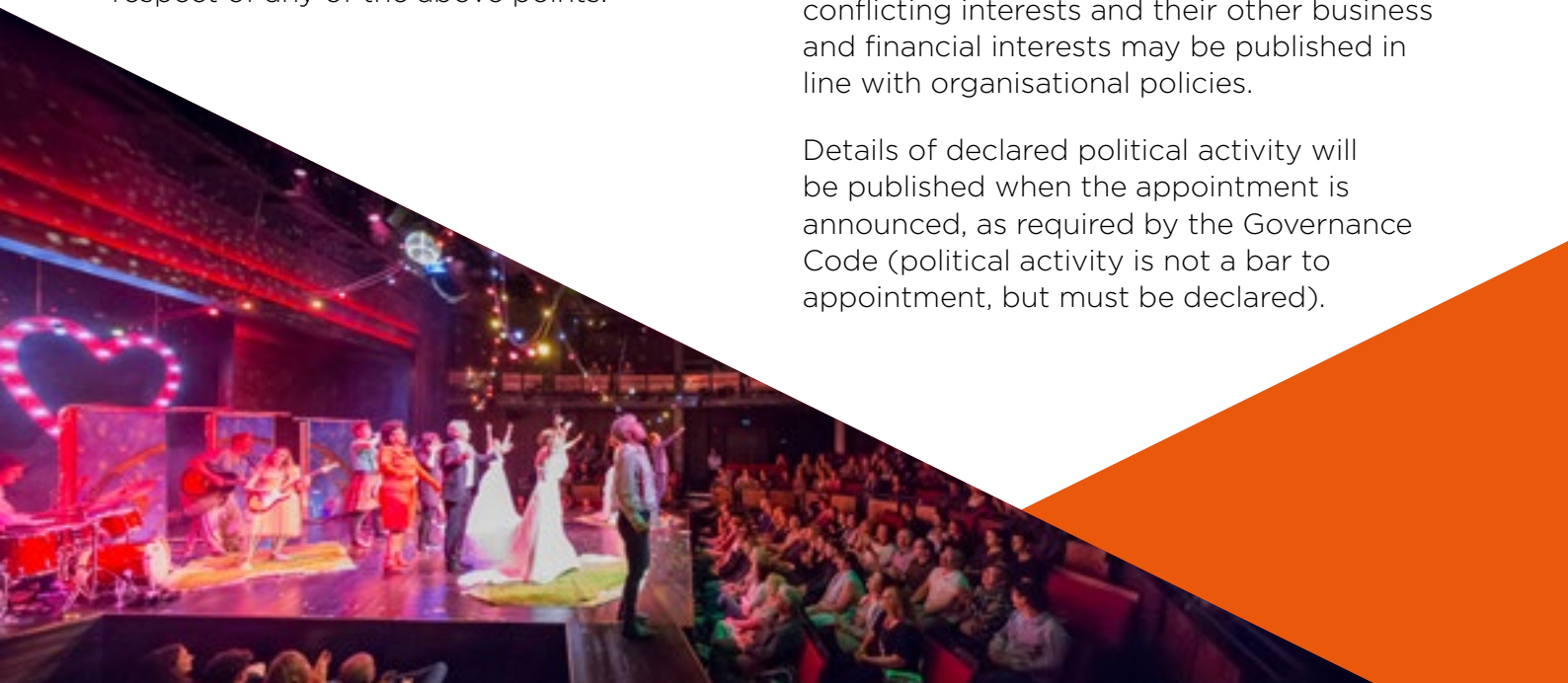
Holders of public office are expected to adhere and uphold the Seven Principles of Public Life and the Code of Conduct for Board Members of Public Bodies. Before you apply you should consider carefully:

- any outside interests that you may have, such as shares you may hold in a company providing services to government;
- any possible reputational issues arising from your past actions or public statements that you have made;
- and/or - any political roles you hold or political campaigns you have supported;

which may call into question your ability to do the role you are applying for.

You will need to answer relevant questions in relation to these points when making an application. Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed. If you are shortlisted for an interview, the panel will discuss any potential conflicts with you during that interview, including any proposals you may have to mitigate them and record that in their advice to ministers. Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. The successful candidate(s) may be required to give up any conflicting interests and their other business and financial interests may be published in line with organisational policies.

Details of declared political activity will be published when the appointment is announced, as required by the Governance Code (political activity is not a bar to appointment, but must be declared).



## Security Clearance

The successful candidate will be required to undertake Baseline Personnel Security Standard checks in line with the Civil Service guidelines. Additional Security Clearance may also be required for certain roles. However, where this applies, candidates will be notified during the appointment process. Further information on National Security Vetting can be found on the Gov.uk website [here](#).

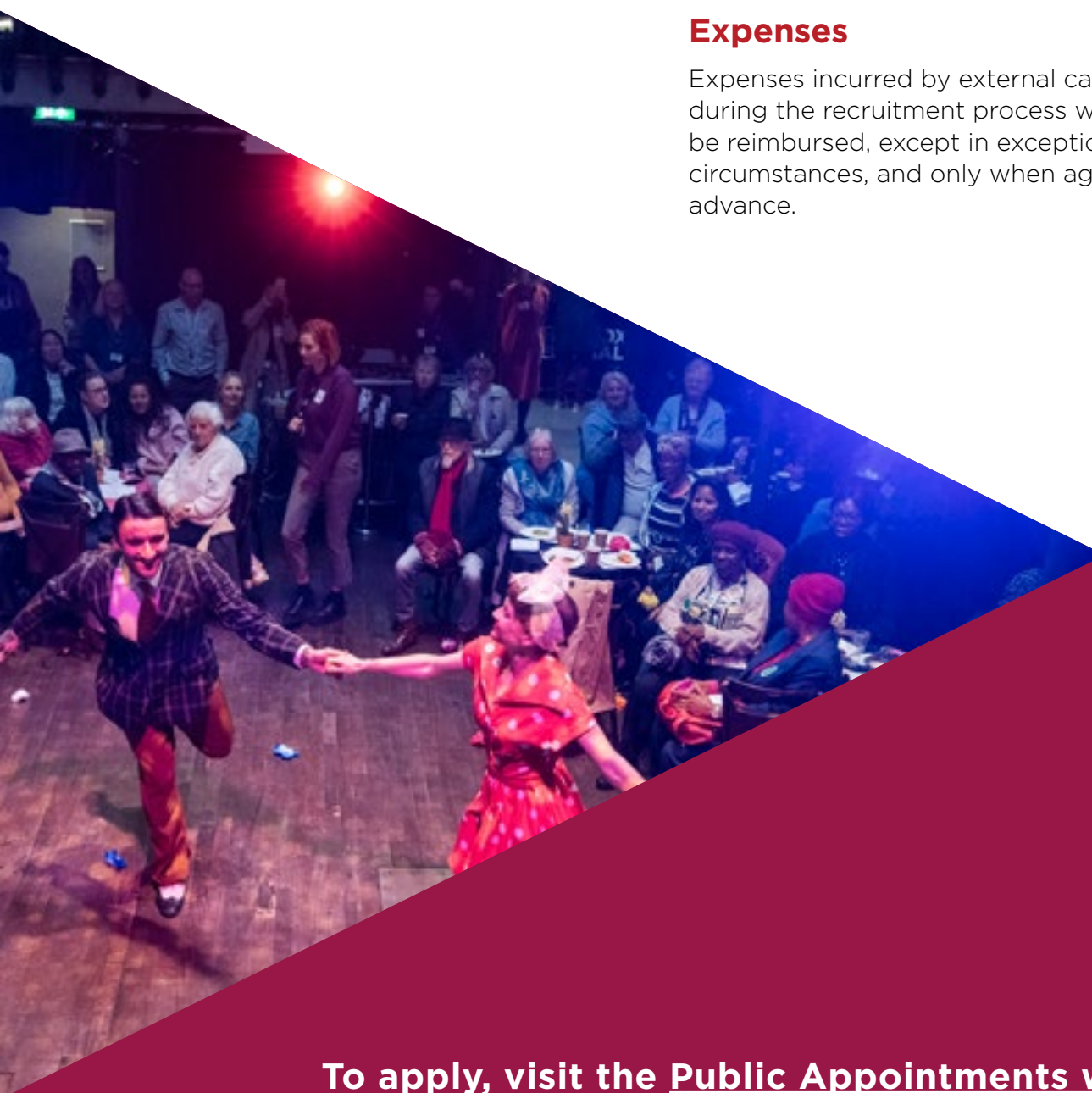
## Due Diligence

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with Ministers and the Cabinet Office.

If you have queries about this and would like to discuss further please contact the Public Appointments Team.

## Expenses

Expenses incurred by external candidates during the recruitment process will not be reimbursed, except in exceptional circumstances, and only when agreed in advance.



To apply, visit the [Public Appointments website](#)