

Settle Stories Trustee Candidate Brief

April 2023

Background

Settle Stories was established in 2010 by Sita Brand. The company became a registered charity in 2011. At the beginning the purpose was simply to create an annual storytelling festival. Since then the company has grown from being a solo enterprise to an established arts organisation that provides arts activities for all sections of the community.

We are now based in The Joinery just off the Market Place in the centre of Settle where we have created black box multi-purpose arts space.

Purpose

Settle Stories is for the curious. Our mission is to change the world through story.

Our programme is shaped by the following principles:

1. We pioneer new ways to share stories
2. Open and inclusive we believe that story and the arts can change lives for the better
3. We use mindfulness to help everyone realise their creative potential.
4. We are a home for the myths and folktales that have shaped human lives over thousands of years and the current stories that matter.
5. We embrace cultural difference by celebrating stories of our community and cultures across the globe.

We welcome everyone. Whether you're an online friend, a visitor or live in the Yorkshire Dales, Settle Stories is for you. Join us on a quest to enrich your life and the lives of others with the power of story and the arts.

Our Values

- Be open and inclusive
- Encourage curiosity
- Be the best you can be
- Be mindful
- Think creatively



Our Activities

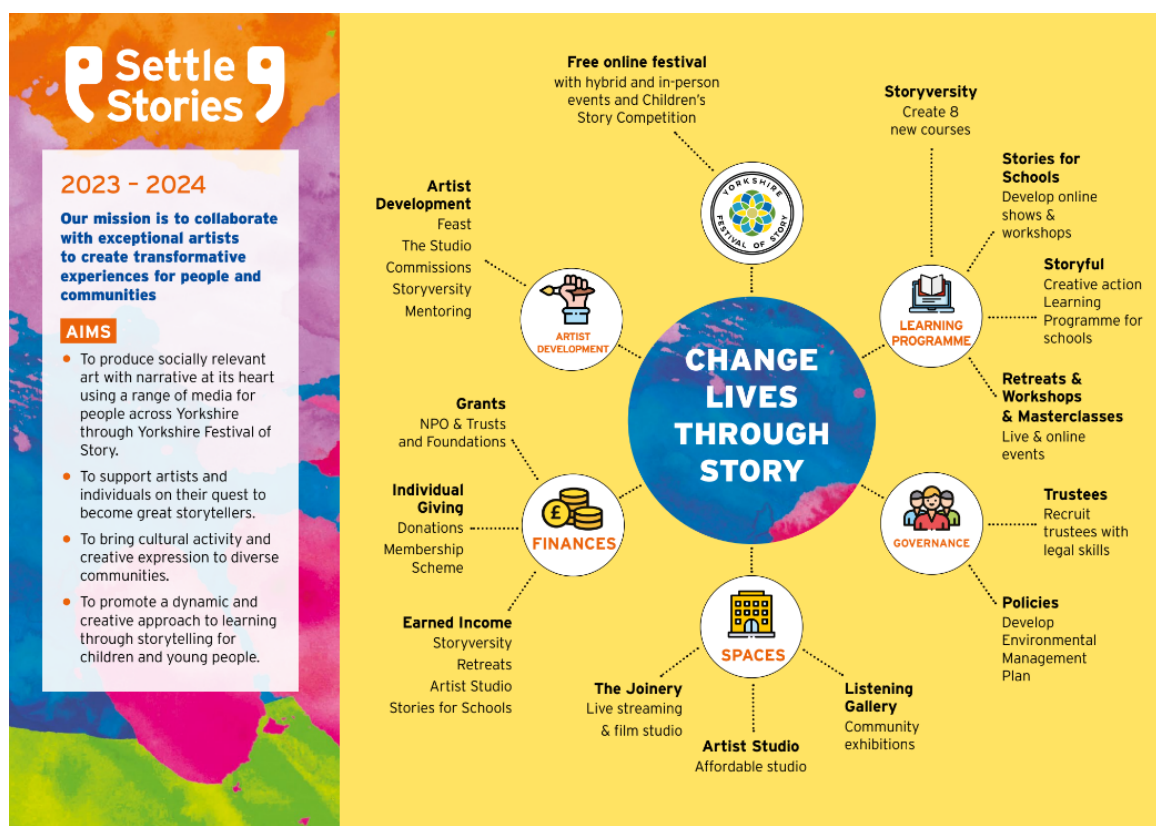
[Yorkshire Festival of Story](#), a hybrid festival that runs for 16 days at the beginning of November every year. We reach between 8 - 12,000 people and have an international audience.

[Stories for Schools](#) seeks to elevate the teaching of the National Curriculum by providing educators with creative resources that enable them to engage with children in a consistently excellent approach to learning. Click [here](#) for more information.

[Community Learning Programme](#) provides opportunities for local people to engage in Arts and Heritage activities. This includes live and online retreats and digital experiences. Click [here](#) for more information.

[Storyversity](#) is the world's first online platform dedicated to storytelling.

2023-24 Annual Plan



Funding and Organisation

From April 2023 we became a National Portfolio Organisation funded by Arts Council England. Settle Stories is funded through project grants from a range of organisations including Arts Council, Heritage Lottery Fund, Big Lottery, local trusts, sponsorship, donations and event tickets.

For the last three years the charity has had a turnover of just over £200,000. A significant proportion of this is through grants.



In the future and in line with the ambitions of the charity, fund-raising is going to be a very significant factor in the Trust's development plans involving not just Trusts and Foundations and public bodies but also private funders - an area in which we will need to grow its expertise.

The Charity has 6 Staff. They are:

- Sita Brand - Artistic Director and CEO (FT)
- Jon Turnbull - Head of Sales and Business Development (FT)
- Lynne Wilson - PR and Marketing Manager (PT)
- Tristan Griffiths - Digital Development Manager (PT)
- Gillian Muir - Finance Administrator (PT)
- Andrea Ward - Admin and Operations Executive (PT)

Trustee requirements

All Trustees should be able to demonstrate the following: A strong enthusiasm for Settle Stories, what it does, and its future ambitions; also a commitment to its vision and values; The ability to bring new networks of engagement to the charity to expand its footprint in Yorkshire and the North of England and to help with the attraction of new supporters and profile locally, nationally and/or internationally; A

good understanding of the principles of corporate governance; Integrity, relevant experience and the ability to contribute effectively as a Board member.

We particularly welcome applications from candidates who have strong business/fundraising experience with networks of contacts that can assist the Trust in increasing its fund-raising potential.

Other areas of expertise that we are looking for support with are:

- Legal - Copyright and IP Law, Contract Law
- Digital Skills including IT and Digital Arts
- Professional arts
- Education

Trustees take ultimate responsibility for the work that the organisation does, and the way in which it spends money given by donors, to achieve its aims. It is a big responsibility, focussing on the strategic direction of the organisation, agreeing plans and budgets, and holding the Director to account for the delivery of the plans.

It has a legal dimension too, with Trustees legally responsible for ensuring that the organisation operates to standards set by parliament and the Charity Commission.

Trustee Attributes and Skills



All trustees will have:

- A commitment to the organisation.
- A willingness to devote the necessary time and effort.
- An understanding of the strategic vision.
- Good, independent judgement.
- The ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.

- To adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Between them, trustees will have the following skills and experience:

- Knowledge of the arts and heritage sectors
- Financial Management
- Strategic planning
- Fundraising
- Legal knowledge
- Media relations and PR
- Education and community outreach
- HR
- Networks and community links
- E-Commerce



Commitment and Responsibilities

It is a task that takes time to do properly; we estimate the equivalent of a minimum of half a day a month. Most Trustees do more than this as they contribute to specific tasks and projects. All Trustees are expected to attend at least one event per year.

The board meets 4 to 6 times a year including the Annual General Meeting. You may be asked to represent Settle Stories at outside meetings with potential funders or influencers, attend our report launches, or work alongside staff at events and receptions.

Key Responsibilities

With other Trustees to hold Settle Stories 'in trust' for donors and current and future beneficiaries by

- Ensuring that Settle Stories has a clear vision, mission and strategic direction, and is focused on achieving these
- Engaging in Strategic Planning

- Being responsible for the performance of Settle Stories and for its 'corporate' behaviour
- Providing effective fiscal and legal oversight and ensuring sound risk management.
- Ensuring that Settle Stories complies with all legal and regulatory requirements
- Acting as guardians of Settle Stories assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that the Settle Stories governance is of the highest possible standard
- To work in partnership with other trustees, the Director and other staff
- Enhancing the organisations relationships with key external parties and its public image.

As the majority of Settle Stories correspondence and communication is undertaken by email or is internet / web based, it is essential for all trustees to have computer access. We remind all interested applicants that they will not be eligible to become a trustee if they are legally disqualified for being so in any way.

All Trustees will:

1. Attend Trustee meetings, read relevant papers and be prepared to make a contribution
2. Support the staff when requested, sharing expertise, as a member of a working group or in other appropriate ways
3. Be prepared to act as a spokesperson for Settle Stories when asked by the Director, and to work within an agreed brief
4. Attend events as an ambassador for Settle Stories, to network and promote the work of the organisation
5. Assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate



Term of office

Trustees are appointed for an initial term of three years from their first AGM with the possibility of serving a second term.

While the posts are unremunerated, travel expenses can be paid if required.

How to apply

Please send the following to jobs@settlestories.org.uk with Trustee Application in the subject line by 5 June 2023



- A letter of application (no more than two sides of A4) indicating why you would like to become a trustee and what are the particular skills you will bring to the board.
- A current CV
- Names and contact details of two referees (one of whom must be a professional reference)
- A signed statement that you are legally entitled to become a Trustee and have not been disqualified from being a Trustee or a Director at any time in the past.



If you would like an informal conversation before you apply, please contact Tony Durcan, Chair of Trustees at tony.durcan01@btinternet.com

