



# YOUTH AMBASSADOR TRUSTEE JOB DESCRIPTION AND INFO PACK



# WHO WE ARE



Worthing Theatres and Museum is a unique arts and heritage charity with a large portfolio of distinct venues; WTM Museum and Gallery (footfall 50k per annum), Connaught Theatre (520 seats), Connaught Studio (164 seats), Pavilion Theatre (750 seats), Pavilion Atrium (creative space with option for 200 seats) and Assembly Hall (950 seats), all positioned within the heart of the borough town of Worthing in West Sussex.

WTM offers an inspiring and supportive workplace that promotes unity and diversity providing an environment where differences and what we have in common are celebrated. We engage with responsible and respectful working practices and empower our team to shape and deliver WTM's key objectives with integrity. WTM opposes all forms of discrimination.

# WHAT WE DO

Worthing Theatres and Museum is an ambitious organisation that presents a vibrant, diverse and entertaining programme of performances, (theatre, contemporary circus, dance, comedy, music, family theatre, talks) events, film, exhibitions and workshops. We manage a museum collection of national significance (costume, archaeology, fine art, toys), present an annual outdoor summer festival and collaborate with leading UK producing and touring companies. We engage with our local communities through a range of projects, partnerships and venue hires, using art and culture to create opportunities for the benefit of the wider community. WTM engaged with 400,000 people per year pre-pandemic.

Our annual turnover is approximately £5.8 million, pre-pandemic. WTM receives an annual service payment from Worthing Borough Council for management and development of its cultural assets. Additional income is earned through ticket sales fundraising and other revenue streams which include a significant contribution from our trading activities through our wholly owned trading subsidiary.



# FUTURE PLANS

The charity has ambitious plans for the large portfolio of venues with three large scale capital projects over the next ten years, starting with a £4 million redevelopment of the museum, taking the building back to its original open plan architecture and enabling the display of 30% of the collections (currently just 5%).

This will be followed by the build of three additional cinema screens physically attached to the Connaught Theatre and lastly the redevelopment of the Pavilion Theatre to increase the wing space (which will allow large scale musicals) and add a balcony and raked seating giving every audience member a clear view of the stage.



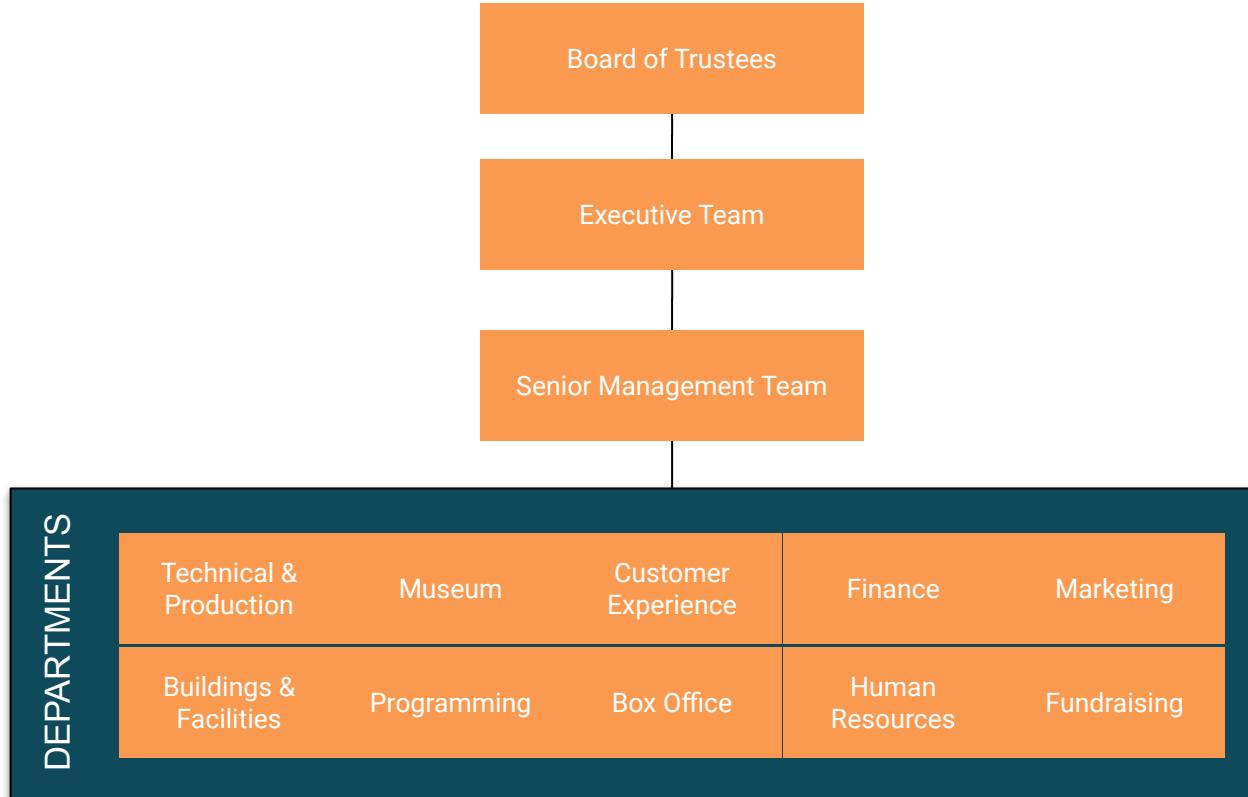
*Image is from initial proposal for the Museum redevelopment.*

# OUR VISION, MISSION AND AIMS

- Surprise and delight our audiences with visionary work of artistic excellence.
- Provide aspirational opportunities for young people ensuring the creative voices of the future.
- Cultivate creativity, supporting the next generation of artists.
- Champion inclusion, curating a diverse programme.
- Invest in our teams, making creative thinking the norm.
- Drive forward the development of Worthing's experience economy promoting positive place making and civic pride.
- Ensure financial success providing best value to the community, guaranteeing the longevity of the organisation.



# OUR STRUCTURE



# Current Trustees



**Peter Cadwallader**

Director, *Uplift Property LTD*



- Chair of Charity Board of Trustees
- Member of Remuneration Committee
- Member of Nominations Committee
- Trading Subsidiary Director



**Scott Marshall**

Managing Director,  
*Marshall Regen LTD*



- Deputy Chair of Charity Board of Trustees
- Chair of Capital Projects Committee
- Member of Nominations Committee



**Cepta Kelly**

Legal Director



- Chair of Nominations Committee
- Member of Fundraising Committee



**Andrew Comben**

Chief Executive,  
*Brighton Dome & Festival*



- Member of Finance and Audit Committee
- Member of Fundraising Committee



**Louise Burgess**

HR Manager,  
*European Recruitment Limited*



- Member of Remuneration Committee

# Current Trustees (Continued)



**Helen  
Persson-Swain**

Museum leader and curator

- Chair of Fundraising Committee
- Member of Capital Projects Committee



**Simon Parsonage**

Financial Director,  
*Chichester Festival Theatre*

- Chair of Finance and Audit Committee
- Chair of Remuneration Committee



**Dr James  
Broomfield**

- Member of Finance and Audit Committee



**Julie Kapsalis**

Commercial Director,  
Nescot

- Member of Capital Projects Committee
- Member of Fundraising Committee



**Andy Sparsis**

Owner/Director of  
Proto Restaurants

- Trading Subsidiary Director and Chair

# What do our trustees do?

## Overview

Worthing Theatres and Museum (WTM) is a Charitable Incorporated Organisation (CIO) with a wholly owned Trading Subsidiary. It currently has a Board of 9 volunteer Trustees, who support the Creative Director (CEO) and Executive Director (Company Secretary) and Staff Team to deliver the charity's objectives, whilst upholding its values and ensuring it acts within the resources it has by guiding and supervising the staff team.

You'll be joining an engaged and experienced Board of Trustees, and will be asked to share your skills, perspective and experience in order to support the charitable aims of the business. This will typically be through our formal meeting structure and the subcommittees, action groups and occasional conversations with the Team.

## Expectations and Commitments

The Board of Trustees typically meet 4 times a year, typically for 1.5 hours, usually from 5pm. Staff prepare written reports in advance of each meeting; trustees read these carefully and come to meetings prepared to ask questions, discuss, and act as a critical friend to the team to ensure that the charity is being run well. There is also an Annual Away Day, where the board will work together with the Senior Management Team to create a strategy and plans to deliver the vision, mission and values of the charity. Going forward we will be adopting a hybrid working style, meeting both in person and online, generally the full board meetings will be in-person and the subcommittees will meet online.

# What do our trustees do? (Continued)

## Expectations and Commitments cont.

We also ask Trustees to join one of WTM's subcommittees, which are a combination of both Staff and Trustees. Our subcommittees support certain areas of the charity in more depth. Some groups meet as regularly as the full board and others less frequently or on an ad-hoc basis depending on business needs.

WTM's board members are expected to be ambassadors for the charity; by attending events and productions regularly they publicly show their support and are able to gain better insight into the programme of work.

All travel and subsistence costs for meetings, where required, are covered by WTM.



# Who are we looking for?

We are seeking candidates who share an enthusiasm for and commitment to bringing culture to all parts of the Worthing community.

An ideal candidate will have a deep knowledge and understanding of Worthing and the lives and experiences of the young people in our community, which will be essential in carrying out this role effectively.

The successful candidate will have a strong awareness of current issues and debates around equality, diversity and inclusion, particularly in relation to young people.

We are looking for someone who is confident in voicing ideas and opinions and not afraid to put new ideas forward.

## Youth Advisory Board

The Youth Ambassador trustee will be key in setting up a youth advisory board (made up of young people aged 16-29 from the Worthing community), which they will then chair, as well as being a trustee on the main charity board. The youth advisory board will challenge WTM to ensure that we embody our vision and achieve our aim to:

*“Provide aspirational opportunities for young people ensuring the creative voices of the future.”*

Younger age groups are currently underrepresented on the charity board and WTM are keen to ensure the board reflects the voices WTM is representing in its programme of work.

# HOW TO APPLY

## Recruitment Process

The HR team will be accepting applications on behalf of the Board, to apply please send a covering letter outlining why you are interested along with a CV to:

[hadmin@wtm.uk](mailto:hadmin@wtm.uk)

**Deadline to apply:** Sunday 8th May

If you have any questions or want to know more about the role please email HR and your queries will be passed to the Board.

## Equal Opportunities

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

If you have any questions or require any support with the application process please get in touch with the HR team at [hadmin@wtm.uk](mailto:hadmin@wtm.uk)

