# Job Description & person specification

## Co-Chair of the Culture, Health & Wellbeing Alliance CIC

##### Our vision

A healthy world powered by our creativity and imagination

### Our mission

We are an organisation driven by the collective power of our members. We connect, amplify and support their work to transform people's lives and communities through culture and creativity.

### Our principles

* Collaborative
* Generous
* Representative
* Committed to social change

##### Background

The Culture, Health and Wellbeing Alliance CIC (CHWA) is a national membership organisation supporting everyone who believes that cultural engagement and participation can transform our health and wellbeing. We have been funded as a sector support organisation for the cultural sector by Arts Council England since 2018, and in December 2020 became a fully independent CIC.

CHWA is a crucial organisation for those already doing this work, for those developing new ideas, and for those who are curious about what this might mean for their own lives. We provide essential centralised resources, networking opportunities and support. But more importantly than anything we are an alliance of organisations and individuals founded on principles of generous cooperation, innovative thinking, and access for all.

CHWA has [two paid staff (one is part-time) and an active Board of six Directors](file:////who-we-are/board-and-staff). The Board is observed regularly by a member of our partner organisation, the LENs, who work to ensure the voice of lived experience is central the arts, health and wellbeing movement, and occasionally by our funder, Arts Council England.

This is a hard-working Board constantly considering ways to better support our membership and to build a more equitable Alliance.

CHWA is committed to creating an inclusive and representative board. **We want more diversity in our Board, in all its forms, so that we can be more effective for and relevant to those supporting health and wellbeing through culture and creativity.**

You can read more about our work at [culturehealthandwellbeing.org.uk](https://culturehealthandwellbeing.org.uk/)

#### Additional background:

Please click to find

1. the [CHWA Business Plan 2021-22](https://www.culturehealthandwellbeing.org.uk/sites/default/files/%5Bfinal%20for%20ACE%5D%20Business%20plan%20and%20budget%20for%202021.docx);
2. the CHWA [Memorandum of Association](https://www.culturehealthandwellbeing.org.uk/sites/default/files/2021-07/MEMANDARTS_20191203_23070632%20CHWA.pdf)

### Seeking a Co-Chair

Our current Directors are: [Rosie Dow (Y Lab/Nesta)](https://www.culturehealthandwellbeing.org.uk/news/day-life/day-life-rosie-dow); [Ben Pearce (West Horsley Place)](https://www.culturehealthandwellbeing.org.uk/news/day-life/day-life-ben-pearce); [Deborah Munt (Ministry of Others)](https://www.culturehealthandwellbeing.org.uk/news/day-life/day-life-deborah-munt); [Trishna Nath (Nesta)](https://www.culturehealthandwellbeing.org.uk/news/day-life/day-life-trishna-nath); [Thanh Sinden (Thanh Sinden Consulting)](https://www.culturehealthandwellbeing.org.uk/news/day-life/day-life-thanh-sinden) and our Chair, [Esme Ward (Manchester Museum)](https://www.culturehealthandwellbeing.org.uk/news/day-life/day-life-esme-ward). (You can read a short interview with each of them by clicking the links on their names.)

# In line with CHWA’s ambition to become a more equal Alliance (see [our roadmap here](https://www.culturehealthandwellbeing.org.uk/roadmap-building-more-equal-alliance)), we have been considering our structures and in particular how to flatten our hierarchies. This is based on research that suggests the cultural sector will become a more diverse and representative space once we have more collaborative models of leadership. We are looking for someone who, in the words of the *Changing Cultures* report, can “work collaboratively and can begin to change organisational cultures to create a new paradigm of leadership”.[[1]](#footnote-1) CHWA’s structures are already to an extent democratic and focused on partnership and consensus-building, but we are keen to explore how collaborative leadership models in the Board and staff of the organisation in particular will help us move forward.

Strategically, we are committed to prioritising equity in health and culture.

**We are seeking applications from a health or social care practitioner or researcher with specific expertise in health inequalities. We have a number of experts in culture and creative work on the Board, and while we are keen to recruit a Co-Chair who believes in the value of culture and creativity in relation to health and wellbeing, our main priority is knowledge of and a professional commitment to building equity in health and/or care.**

### General notes on becoming a Director of a CIC

The following is taken from the *Office of the Regulator of Community Interest Companies: Information and guidance notes* for CICs.

See the [full guidance on Corporate Governance here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/605421/13-712-community-interest-companies-guidance-chapter-9-corporate-governance.pdf)

*As with any other company, the directors of a CIC occupy an important position of trust and general company law imposes on them a range of duties to the company and other responsibilities. The directors (and in some circumstances the secretary) are also responsible for ensuring that the company meets its statutory and other obligations. In some cases the company can hold the directors personally responsible for defaults and can be prosecuted or subject to disqualification proceedings.*

*In addition to these general responsibilities CIC directors (and, when they take collective decisions about the company, members) are also responsible for ensuring that the company is run in such a way that it will continue to satisfy the community interest test. In practice, this will mean having regard to the interests of the community the CIC is intended to serve, and in some cases giving more weight to those interests than to generating financial returns for investors in the company.*

*In most companies the day to day management of the company is in the hands of the board of directors although certain functions may be delegated to specific directors, such as the chief executive or financial director, or reserved to the members. As a company gets larger the direct control of daily activities by directors becomes more difficult and functions have to be delegated to employees. It is essential to good governance that the directors clearly establish the lines of delegation. The authority and responsibility of those given delegated power need to be established and systems of control, including where appropriate internal audit, must be set up.*

*It must be remembered that the term director includes anyone who performs the role of a director whether formally appointed or not. A person who directs the policy and makes major decisions with regard to the company may therefore be regarded as a de facto director or a person upon whose instructions the appointed directors act (excluding those giving professional advice) may be regarded as a shadow director. It is therefore particularly important with CICs where stakeholders are encouraged to participate in running the organisation to clearly establish people’s respective roles (see Chapter 9.2).*

*It is also important not to take on the role of director lightly; it is not a matter of status but a commitment to take on an important role and obligations. In particular, it should be noted that, while it is often a good idea to have “non-executive” directors, who do not work full-time in the business, but who have particular skills and experience and can contribute an independent perspective to the management of the company, if things go wrong (particularly if they have not performed their duties diligently) they may well be held equally liable for any consequences with the “executive” directors.*

*…*

*In addition to the above statutory duties of all Directors, each Director should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the Director has special expertise.*

As a Director of CHWA, you are protected from financial liabilities beyond a limited amount of £1.

CHWA’s policies can be found here: <https://www.culturehealthandwellbeing.org.uk/policies-procedures> and are subject to annual review.

Please note that the Board may review our structure as a CIC with the option to change to a Foundation CIO structure (charitable incorporated organisation).

We ask that all Directors work with the CHWA staff to

* develop and maintain a sustainable organisation
* support CHWA staff
* develop our strategic priorities
* renew our business plans for 2022 onwards
* create an inclusive board that represents the interests of the sector we support
* ensure that a conception of inequalities and health inequalities in particular is at the forefront of what we do
* ensure that the voice of grassroots practice is heard and represented by the Alliance
* proactively support our fundraising and help to ensure our financial sustainability
* develop the way we work with our members and partners
* represent CHWA publicly

### Co-chair role Co-Chairs will share additional responsibility for

* Chairing meetings
* Supervising the CHWA Executive Director
* Occasional additional strategic meetings with CHWA and its partners

The Co-Chairs are expected to establish how best to divide these tasks in discussion with each other and the Exec Director.

### Your commitment

We are seeking a Co-Chair to serve a three-year term, with the option to extend this. We are open to negotiation on this initial term, but would require a year’s commitment as an absolute minimum.

We are currently holding Board meetings every two months for between 1.5 and 2 hours. This is may drop to longer, quarterly meetings when the impacts of the pandemic have stabilised. We currently meet online, and plan to meet in person once a year once we are able to, ideally with an opportunity to experience projects related to the work of the Alliance before or after meetings.

### Director Person Specification

Each Director must have:

* Integrity
* A commitment to the organisation and its objectives
* An understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship
* A willingness to devote the necessary time and effort to their duties as a Director
* Strategic vision
* Good, independent judgment
* An ability to think creatively
* Willingness to speak their mind
* Willingness and ability to work effectively as a member of a team
* Willingness to be the public “face” of the organisation as appropriate

### Co-Chair Person Specification

In addition, our Co-Chairs must demonstrate

* Leadership
* Diplomacy
* An ability to share and work in collaboration with their fellow Co-Chair
* Professional history in health or social care, or an academic role focused on health or social care
* Expertise in health inequalities

### Remuneration

This is an unpaid role. CHWA undertakes to reimburse all reasonable travel expenses to attend meetings (second-class travel on public transport and petrol where necessary – although please note that we encourage the use of public transport wherever possible).

CHWA will provide vegetarian refreshments at face-to-face meetings. All Directors are able to access CHWA events and any future member training for free.

### Application process

### To apply to become a Co-Chair of the Culture, Health & Wellbeing Alliance, please email the Executive Director, Victoria Hume, at [victoria@culturehealthandwellbeing.org.uk](mailto:victoria@culturehealthandwellbeing.org.uk) with a CV and a brief covering letter outlining why you are interested in becoming a Co-Chair of the Culture, Health & Wellbeing Alliance, and what you think you would bring to this role.

### Applications will be reviewed by the Board of the Culture, Health & Wellbeing Alliance.

### We would encourage you to speak to our current Chair, Esmé Ward, before applying, and have set aside time for this purpose on

* Monday 11 October 12-2pm
* Friday 15 October 9-11am
* Monday 18October 3-5pm

### Please get in touch with info@culturehealthandwellbeing.org.uk to book a time.

### **Deadline for applications: 5pm, Monday 1 November 2021.**

### **Interviews: Wednesday 17 and Thursday 18 November 2021.**

1. *Changing cultures: Transforming leadership in the arts, museums and libraries* (Arts Council England/King’s College London and Sue Hoyle, 2018); <https://www.artscouncil.org.uk/publication/changing-cultures-transforming-leadership-arts-museums-and-libraries>. [↑](#footnote-ref-1)