



RECRUITMENT CHAIR OF THE BOARD AND TRUSTEES



Photo by Kourosh Khorshidfar (left) and William Mankelov (right)





COWLEY ROAD WORKS IS CHANGING, AND WE NEED YOU!

We are embarking upon a process of transformation – from 'on the road' carnival to creating a year-round dynamic, inclusive, cultural programme of activities, nurturing creativity and carnival skills within the communities we serve across Oxford.

We are looking for a new Chair of the Board and other trustees who will lead the organisation through this important transition. We are looking for people who are passionate about serving the Oxfordshire community and about the pivotal role performing arts organisations can play within our city. We are looking for people who can bring new perspectives, diversity and lived experience to our team, to help us realise meaningful change.



Photo by Morgan Stockton



Photo by Kourosh Khorshdfar

WHERE WE ARE RIGHT NOW

After 20 years of delivering an 'on the road' carnival engaging with the community groups and artists, technicians and volunteers that have made it happen, including two years of virtual and micro-carnival activity, we are now at a crossroads. The charity needs to redefine its purpose and relationships with the communities it serves especially as the pandemic has highlighted the importance of community events to the wellbeing of us all.

In recent years we have developed a thriving programme of projects and participation, and since the Covid-19 pandemic have been quick to transition to virtual media to enable artists and groups to express carnival without risk of super-transmission. We are now exploring how we can map a route to delivering carnival in 2023, upskilling local people in event management, artistic direction, technical support and fundraising to avoid having to helicopter skills into the city to make the event happen.

Working with key funding partners we are planning to deliver training and small scale events in summer '22 that will form part of the road to Carnival '23.

OUR PLANS FOR THE FUTURE

Our plans for the future fit within three themes:

1

CELEBRATING PEOPLE

Cowley Road Works' mission is to primarily serve the communities of Oxford and to engage people through exposure to excellence in arts and culture. We want to honour and protect the heritage of carnival, and ensure we are proactively reaching the communities most marginalised and diverse in our city, and to upskill the future leaders for carnival in important skills including technical, artistic and leadership skills.

2

THE ESSENCE OF CARNIVAL

Carnival is about celebration, bringing communities together in a large live event and carnival art forms. Cowley Road Works will preserve the future of carnival in Oxford by organising a sustainable carnival for 2023 and beyond which will pull all these aspects together. We will support and train young people from targeted neighbourhoods in Oxford in the skills required for enabling future carnivals including costume making, music, performance, and technical event management.

3

SUSTAINABILITY

Cowley Road Works must be financially sustainable, and develop a funding model that provides long-term stability. We have been successful in securing annual funding from Arts Council England, Oxford City Council and other partners and sponsors. We look forward to working with our new Chair to initiate fruitful and strategic conversations with our key partners.

In addition, Cowley Road Works is committed to environmental sustainability, and this is a key part of our mission for the future.

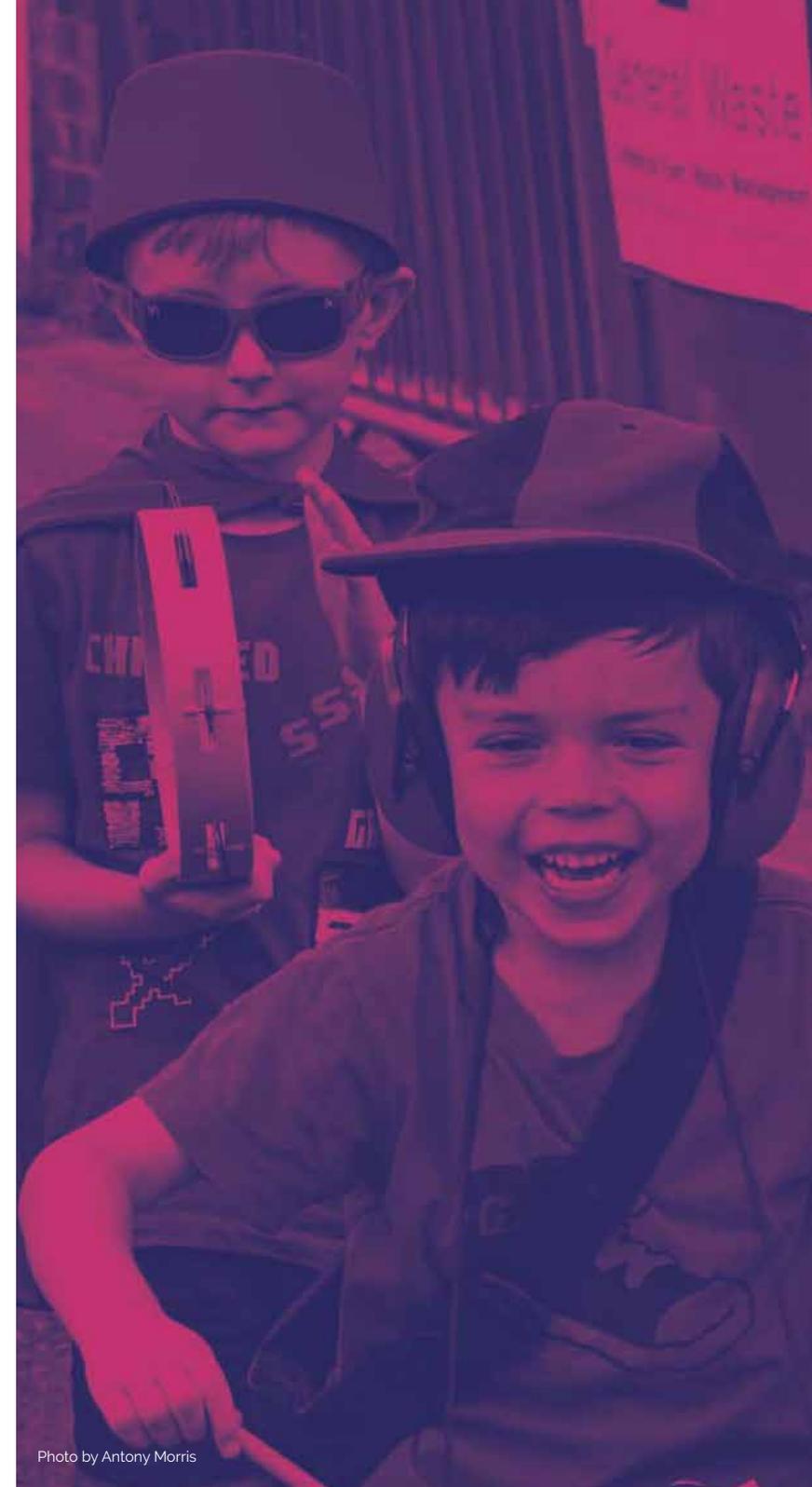




Photo by Antony Morris

OUR COMMITMENT TO DIVERSITY & INCLUSION

At its heart, Cowley Road Carnival is a community-based celebration that welcomes and embraces everyone. As the charity behind the Carnival, Cowley Road Works is committed to promoting equality of treatment and opportunity for those that work with us on our projects and events.

We are committed to being more representative and to making space for a wider range of voices within our leadership and our staff. Ensuring that the diversity of our Board reflects the diversity of the communities within which we work is a key part of this and we are particularly interested in appointing people who would bring a diversity of background and experience alongside their individual skills. We appreciate that, to ensure that anyone can get involved in our Board, we need to consider changing the way we do things and how we support our trustees. If you are interested in this opportunity but are unsure whether your circumstances or experience might prevent you from getting involved, we urge you to get in touch to have a conversation with us. We also warmly welcome applications from those who are new to being a trustee but who share our ambition and have the right skills to develop the charity.

In addition, we are a proud endorser of the Oxford Cultural Anti-Racism Alliance's ['Manifesto for Radical Change'](#) and we have pledged to implement the manifesto's actions into our working practices.



THE COMMITMENT WE'RE LOOKING FOR

In terms of time commitment, Board meetings are generally monthly in the evening, but occasionally require additional other task-and-finish working groups, with the frequency of all meetings determined by need. Meetings have traditionally lasted no more than 1.5 hours and have taken place by Zoom thereby removing the need for members to travel to remain fully involved. We would anticipate transitioning to some hybrid of online and occasional live meetings post-Covid. We'd expect our Chair(s) and Trustees to be involved in a degree of work between meetings, including supporting the Director and representing the organisation in various contexts.

In addition, we attend an away day once a year to carry out strategic planning and develop the organisation.



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THE PERSON (CHAIR)

Candidates will have capacity and drive to lead a community-focussed arts organisation, for example, you may have been a trustee before, although ability and readiness counts more than experience. Candidates will have experience in governance, desirably gained through serving on a Board or in a non-executive capacity. The appointee will have the ability to lead a voluntary or charity organisation and will have the capacity for strategic thinking as well as the skills necessary to challenge and support the organisational leadership to deliver on the agreed strategy and objectives.

The appointee will bring excellent communication and interpersonal skills, and demonstrable ability to build and develop effective working relationships with a diverse set of stakeholders across the voluntary sector, academia, the commercial, public and third sectors. The appointee will likely have an entrepreneurial spirit and will also demonstrate a clear commitment to setting the tone for equality, diversity and inclusion throughout the charity.

We're keen for our new Chair to start as soon as possible but could potentially accommodate a delay should other commitments make an immediate start difficult.

TRUSTEES

We are also looking for other individuals to join the Board who will bring a range of different skills and experiences to help lead CRW through this exciting new period.

This includes a Treasurer who will have basic accounting and finance skills, and others who are passionate about community, training, carnival, fundraising, marketing and communications and more. If you have something you think you can offer to us, we want to hear from you!

CHAIR RESPONSIBILITIES

1

The Board Chair will provide leadership and strategic direction for the Board of Trustees and our stakeholders to ensure CRW delivers on its vision whilst maintaining its obligations as a charity. The Board Chair will act as an ambassador and key public face of CRW, promoting its activities locally, nationally and, with support from key staff, enable Cowley Road Carnival to be recognised as one of UKs leading annual carnival and cultural events.

2

You will ensure that the highest standards of corporate governance and ethical/professional behaviour are maintained and, as appropriate, introduced across the organisation to meet changing circumstances and good custom and practice.

3

You will ensure collaborative and effective relationships exist between the Board and the charity's staff team..

4

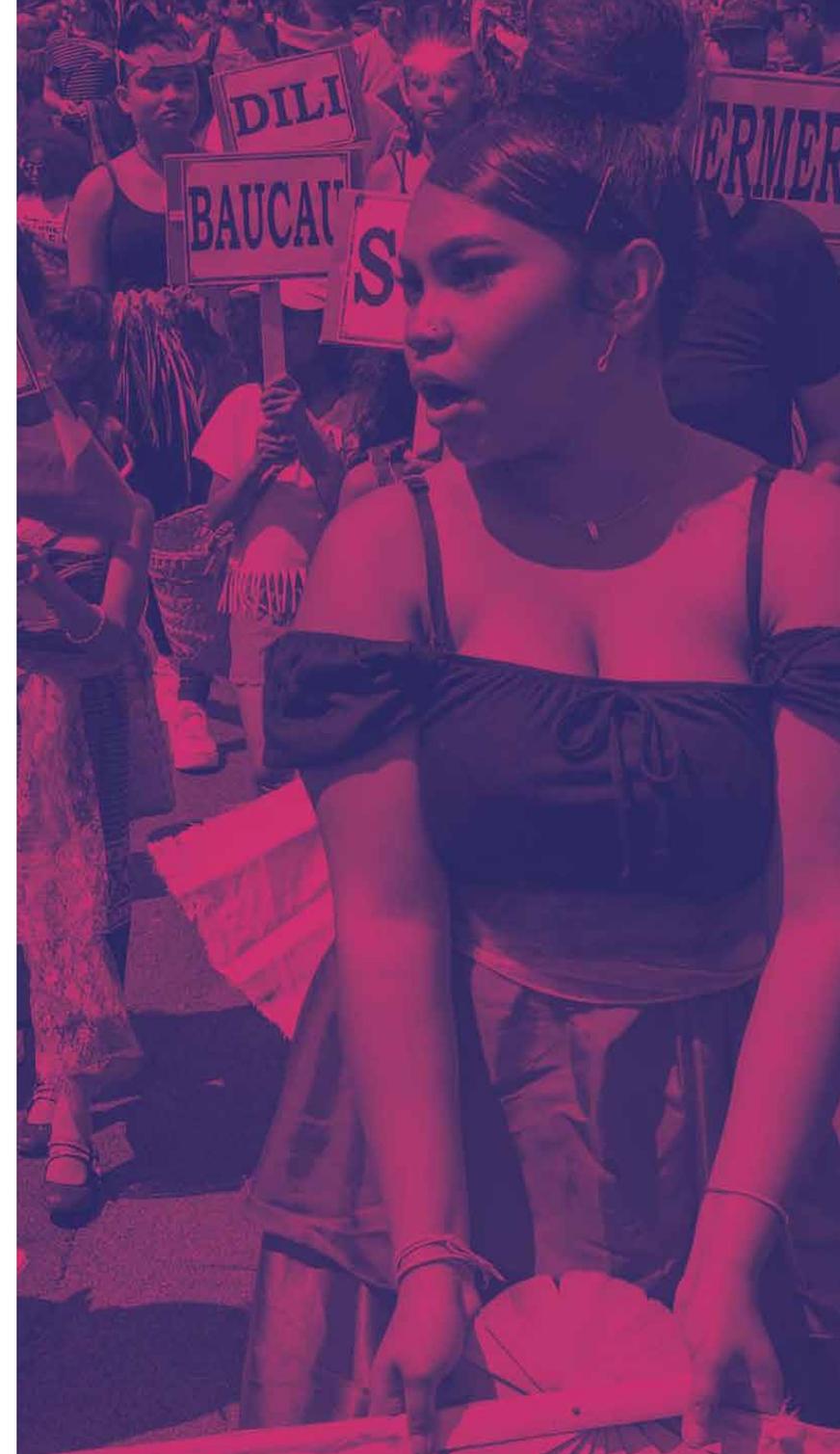
You will act as an ambassador, networker and spokesperson for the charity and its role in Oxford city and region, assisting in developing relationships with key stakeholders such as Arts Council England, Oxford City Council and local business supporters.

5

With the Board, you will ensure that suitable financial controls and systems for managing risk are in place and operating effectively.

6

You will chair Board meetings and, with the Artistic Director and Director, ensure that all matters requiring Board input and/or scrutiny are brought to the attention of the Board in a timely manner, and that Board members are positively encouraged to contribute to debate and decision-making within appropriate parameters.



GENERAL TRUSTEE RESPONSIBILITIES

All of our Trustees are required by law to:

1 Ensure that the charity complies with charity law, company law and any other relevant legislation, and pursues its stated objectives.

2 Ensure the effective and efficient administration of the charity, including maintaining proper financial control and using its resources appropriately to meet its objectives.

3 Appoint the Director and monitor their performance.

4 Together with the Director, set a strategic direction for the organisation, jointly setting overall vision, mission and values, defining strategic objectives, and evaluating performance against agreed targets.

5 Maintain and ensure effective Board performance.

6 Safeguard the reputation of the charity.

7 Protect, manage and adequately insure the property and funds of the charity.

8 Approve and monitor the implementation of internal policies (which include health & safety, equality & diversity) and ensure that the risk assessment for the charity is reviewed and updated.

We expect you to come prepared to our monthly Board meetings. We currently meet on the second Tuesday of each month at 6pm. In addition, we attend an away day once a year to carry out strategic planning and develop the organisation. All trustees of Cowley Road Works are expected to attend the carnival. You'll also be involved in promoting the charity at other events on an ad-hoc basis such as our VIP launch, fundraising events and outreach activities.

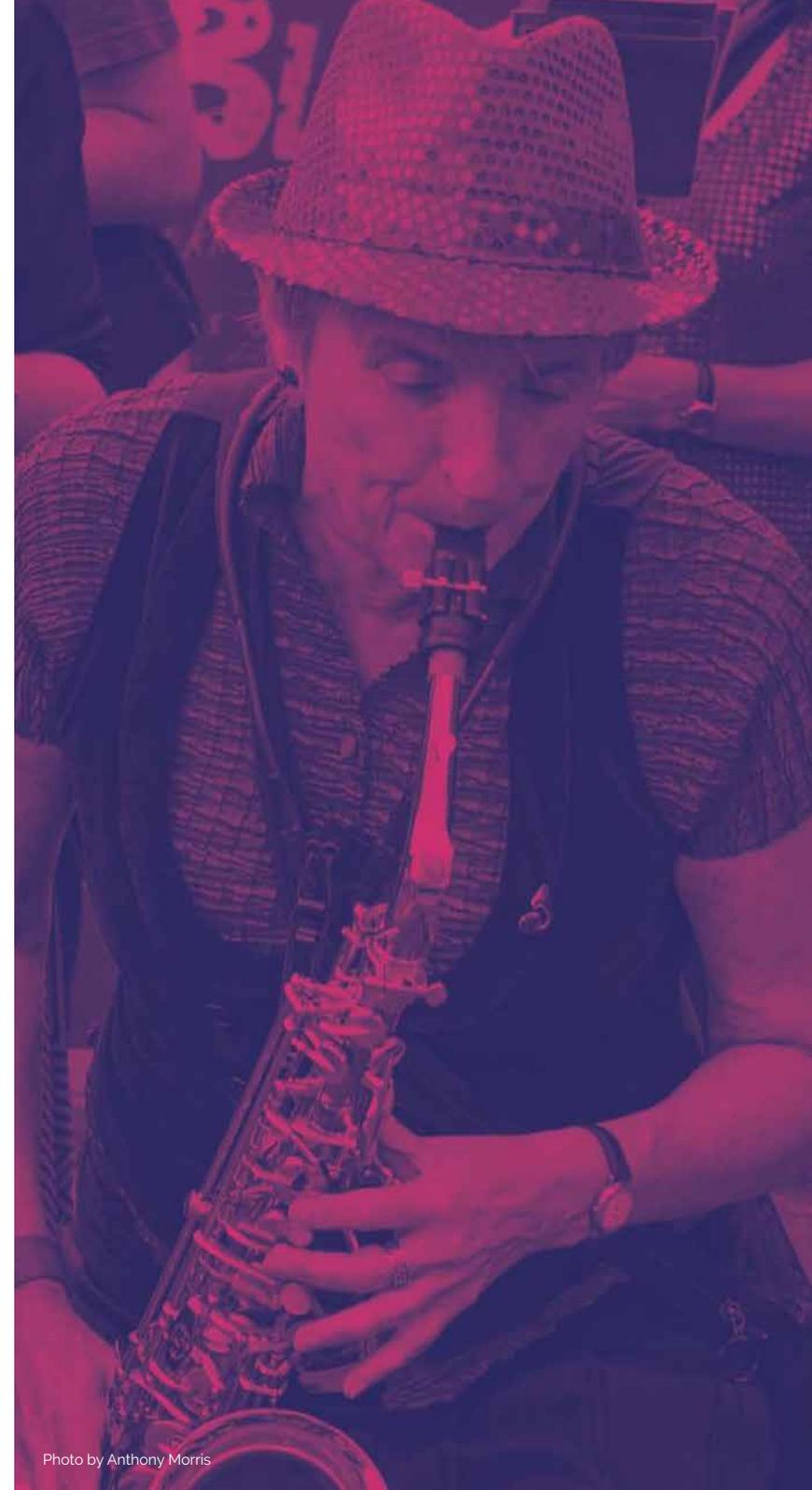




Photo by Steve Bell



HOW TO FIND OUT MORE

We'd encourage you to have a look at our website, where you'll find a range of information about the organisation, details about Carnival 2021, our projects and participation programme, details on our history, previous carnivals and our current trustees: <https://www.cowleyroadworks.org/>

How to apply:

Please send a CV and short cover letter to admin@cowleyroadworks.org by noon Monday 7th February 2022.

Interviews will be held virtually during week commencing 7th February 2022.

We are holding two drop-in Zoom sessions if you have any questions or wish to meet some of the current Board. These will be held on:

- Friday 21st January 1300 – 1400
- Tuesday 25th January 1800 – 1900

If you would like to attend either session or have any questions, please contact trustees Lucy Howe (lucy.howe@devoff.ox.ac.uk) or Cathy King (C.King2@outlook.com).