

CFCCA

CENTRE FOR CHINESE CONTEMPORARY ART

Trustee recruitment pack

Overview of Opportunity

Welcome to the CFCCA trustee recruitment pack and thank you for your interest in the role of Trustee.

Centre for Chinese Contemporary Art has been part of Manchester's flourishing cultural scene for almost 35 years. CFCCA is a gallery with a national role and international perspective that brings together the global and the local, providing both art and a space for conversation, debate and cross-cultural exchange. We aim to challenge perceptions, cross perceived barriers and question dominant cultural norms. Our history is rich and we want to ensure that our future is equally so.

We are seeking trustees to join the CFCCA Board with some of the following areas of experience and skills:

- HR/Legal
- Chinese contemporary art and culture
- Equity, Diversity and Inclusion
- Business development/Partnerships
- Finance
- Fundraising
- Digital innovations/Marketing
- Public/Community/Audience Engagement

We want our Board to be fully representative of the artists and audiences we seek to engage. People with an existing interest and knowledge of Chinese contemporary art and culture are particularly welcome to apply.

In this application pack you will find background information on CFCCA, a description of the role and information on how to apply.

If you would like an informal conversation to discuss the role or CFCCA, we would be delighted to hear from you. Our Chair is available to give further insight and context, please refer to 'How to Apply' section.

Thank you for showing an interest in this role and we look forward to receiving your application.

About CFCCA

Founded in Manchester's Chinatown in 1986 as a festival of Chinese culture to bridge the gap between Chinese and non-Chinese communities, CFCCA has evolved over three decades, three venues and two name changes but has remained consistent in its mission as a charity, to support emerging artists of predominantly Chinese heritage to originate, present and promote exceptional contemporary art.

We aim to create meaningful encounters between artists and audiences through a lively public programme of exhibitions, artist residencies, engagement projects and events, both on site and in partnership with other cultural and educational institutions. We are a small and ambitious arts organisation characterised by a committed network of volunteers, artists, schools, universities and community organisations that have been instrumental in shaping our programme.

CFCCA is based in Manchester's lively Northern Quarter. As a vibrant artistic city, Manchester is home to a busy population of artists and creators and CFCCA is proud to be part of the area's thriving contemporary arts scene. Our RIBA award-winning building houses two galleries, a purpose-built residency studio and accommodation, offices, a shop and a meeting space known as the Jasmine Suite for events and external hires.

New Board members will join CFCCA at an important time as we embark on a significant period of organisational change and strategic direction.

Role of Trustee

The roles and responsibilities of CFCCA's board members are to:-

- Ensure that CFCCA complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that CFCCA pursues its objects as defined in its Articles of Association.
- Maintain proper financial control and ensure that CFCCA applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- Set and maintain vision, mission and values
- Develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Ensure accountability
- Set up employment procedures and respect the roles of staff/volunteers
- Support the operational management of the organisation
- Draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- Ensure that risk assessments for all aspects of the business are carried out

- Safeguard the good name and values of CFCCA to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- Advocate for, champion and promote CFCCA
- Act in the best interests of the charity, never in the interests of yourself or another organisation.
- Work collaboratively and cohesively with other board members and the Director.

In addition to the above roles and responsibilities, each board member should use any specific skills, knowledge or experience they have to help CFCCA's board reach sound decisions. These may involve scrutinising board and sub-committee papers, Chairing sub-committees and leading working groups, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

Person Specification

Essential attributes

- Passion for and commitment to the arts, in particular an appreciation of Chinese Contemporary art and culture
- Strategic vision
- A good understanding of the general cultural, artistic, economic and political context, at local, regional and national levels within which CFCCA operates
- Willingness to adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (see below)
- A commitment to equality, diversity and inclusion
- Willingness to devote the necessary time and effort to the business of CFCCA
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the trusteeship of a charity
- Ability to lead, and work as a member of a team
- Impartiality, fairness and the ability to respect confidences

Desirable attributes

- Experience of leadership
- High level advocacy, communication and inter-personal skills
- Experience of committee work
- Tact and diplomacy

CFCCA Board and Director

The CFCCA Board is responsible for setting policy and general oversight of all the functions and activities of CFCCA. Strategic leadership and day-to-day management responsibility is delegated to the Director who leads the staff team.

An organisational business plan for the charity sets the agenda for the year including a budget and KPIs established to monitor and review progress.

Trustees (in alphabetical order):

Patrick Alexander: Principal – Head of International Development
MAG-O

Nick Buckley Wood (Chair): Director Private Sales, Sotheby's Hong Kong

Tessa Jackson OBE: Independent curator, writer and cultural advisor

Chris Lau: International Markets Lead, West Midlands Growth Company

Professor Allan Walker: Dean of the School of Arts Media and Creative Technology, University of Salford

Thanh Sinden is our Interim Executive Director

CFCCA Funding

CFCCA currently receives regular funding from Arts Council England as a National Portfolio Organisation. In addition to this funding, CFCCA raises income through fundraising initiatives, trusts and foundations, consultancy work, partnership funding, workshops and events and in-kind support as well as leveraging money for projects from international sources.

In addition, CFCCA receives commercial income from retail and other activities. Diversifying our funding sources is an ongoing priority for the organisation.

Representation, Equity Diversity and Inclusion

Our organisation should be representative of the artists, communities and audiences we seek to engage, to represent and exists as a platform for them. In a commitment to positive action, therefore, we particularly encourage applications from candidates of Chinese heritage, to bring the necessary lived experience and nuanced understandings of being Chinese in the governance of CFCCA.

CFCCA is committed to inclusivity and developing equitable practice. This is an evolving process. We consider diversity a strength and are keen to make our workforce more representative of the different backgrounds and

experiences that make up our communities. We acknowledge the multiple barriers that many communities face, and we work to remove these in our programmes and organisation. We particularly welcome applications from people who are currently underrepresented in the UK arts sector, including those from Global Ethnic Majority backgrounds, those who identify as D/deaf, disabled or neurodivergent, LGBTQIA+, are early in their careers and those from lower socio-economic backgrounds or living or working in areas of socio-economic deprivation.

We will support any access requirements candidates may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010. Please complete our Equality Monitoring and Further Information forms and return with your application. All information is treated as strictly confidential in compliance with the Data Protection Act.

If you require any access support at any stage of your application, please inform Thanh Sinden: thanh@cfcca.org.uk

Term

The trustee serves for a three year term renewable for a further three years up to a maximum of six years.

Location

CFCCA is located in Manchester, UK. However, the organisation is open to remote working.

Time Commitment

CFCCA holds 4 formal Board meetings a year, including its AGM. Trustees with specific role e.g. Finance/HR/Legal or Artistic will chair related committee meetings which are held quarterly and attend the quarterly Board meetings. The chairs of committees are expected to work closely alongside the Chair of the Board with the Interim Executive Director.

Remuneration

This is a voluntary role so there is no remuneration but reasonable expenses will be reimbursed.

Application process

Open call for trustees from w/c 11th October until 30th November 2021

We would be very pleased to receive your expression of interest for this role in written form (no more than 2 sides of A4) or a 2 mins video/audio recording.

If you would like an initial informal conversation about the opportunity, please contact:

CFCCA's Chair, Nick Buckley Wood email: board@cfcca.org.uk

Please title your email 'Trustee Recruitment'.

To apply, please submit an expression of interest in written form or a 2 mins video/audio recording, a CV and an equal opportunities form to:
board@cfcca.org.uk

Your expression of interest should detail your interest in the role and reasons for applying, as well as highlighting your particular skills and experiences in relation to the areas of experience listed in the document.

Recruitment Timetable

Expressions of Interest by: 30th November 2021

Meet the Board and Interim Executive Director: w/c 6th December 2021 as agreed with prospective trustee

Further information

To find out more about CFCCA please visit www.cfcca.org.uk

Thank you for reading this document.

We look forward to hearing from you.