



# Phoenix

Chair and Trustee roles  
How to apply

**Leicester Arts Centre Ltd.**

**April 2019**

## Chair and Trustee Recruitment - How to Apply

### 1. Time table

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#### ***Role of Chair:***

We aim to appoint the new Chair of Trustees by **31<sup>st</sup> July 2019**, followed by an induction period up to the first full Board meeting on 25<sup>th</sup> September 2019.

The timetable for applications for the role of Chair is as follows:

- 17<sup>th</sup> May – closing date for applications
- 7<sup>th</sup> June – interviews
- 14<sup>th</sup> June – panel decision
- 18<sup>th</sup> July to 24<sup>th</sup> September – induction period
- 25<sup>th</sup> September – first full Board meeting

**Applicants are asked to note the date set for the interviews.**

#### ***New Trustees:***

The timetable for applications for the role of Trustee is as follows:

- 12<sup>th</sup> July – closing date for applications
- Week commencing 5<sup>th</sup> August – interviews
- 16<sup>th</sup> August – candidates informed of decision

### 2. How to apply

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Please read the information for applicants and the role descriptions on our website:

<https://www.phoenix.org.uk/about-phoenix/vacancies/>

If you are unable to access this information for any reason, please contact our Administration Officer, Lotte Coleman.

If, after reviewing the information for applicants, you would like an informal conversation with our Chief Executive or a Trustee before applying – please contact Lotte Coleman to arrange a meeting or telephone call.

Lotte can be contacted by email: [lotte.coleman@phoenix.org.uk](mailto:lotte.coleman@phoenix.org.uk)

Or by telephone: 0116 242 2821

## **Chair and Trustee Recruitment - How to Apply**

To apply for the role of Chair or Trustee please send us the following:

- A letter telling us why you believe that you can help us achieve our aims
- A copy of your CV
- A completed equality monitoring form

In your covering letter, we will be interested in:

- 1) Your reasons for applying to Phoenix
- 2) Why and how you would make a difference as Phoenix Chair or as a Trustee
- 3) Drawing on your CV, tell us how you fulfil the role and person requirements
- 4) Please state in the letter's title if you are interested in the role of Chair or Trustee

Please send us the 3 documents together using one of the following 3 ways:

Email: [jobs@phoenix.org.uk](mailto:jobs@phoenix.org.uk)

Post: FAO Lotte Coleman, Phoenix, Phoenix Square, 4 Midland Street, Leicester, LE1 1TG

Hand-in: at the Phoenix Square box office/reception in an envelope with the above address.

### **3. Selection process**

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The Trustee and Chair selection process is competitive and includes a short-listing stage followed by formal interviews.

At each stage, a panel comprising the Chief Executive and Trustees will review the cases made by applicants against a set of criteria for each role.

The panels may include invited observers from our main stakeholders and funders.