



Phoenix

Chair and Trustee roles
How to apply

Leicester Arts Centre Ltd.

April 2019

Chair and Trustee Recruitment - How to Apply

1. Time table

Role of Chair:

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

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

- 17th May – closing date for applications
- 7th June – interviews
- 14th June – panel decision
- 18th July to 24th September – induction period
- 25th 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:

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

2. How to apply

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

Or by telephone: 0116 242 2821

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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

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

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.