

Highlight Arts – Recruiting Key Roles

Highlight Arts is recruiting for Trustees, including a Treasurer and Chair, to join our small but dynamic board of Trustees to support us in our work to create space for meaningful artistic and creative encounters across borders. We are looking Board Members who can bring relevant experience and expertise to the role, as well as contribute to our goals and strategy as we enter a new and exciting phase of our development.

About Highlight Arts

For over ten years, Highlight Arts has created dynamic and meaningful encounters between artistic communities in Scotland and Afghanistan, Palestine, Syria, Iraq. Historically our work focussed on countries that were experiencing war and conflict forging connections with and collaborations between artists to share insights into life behind the headlines with artists and their audiences in the UK.

More recently the work has extended to support artists engaging with other kinds of political and social struggle as played out in climate activism in the Arctic, anti-death penalty work in Pakistan and the role of women artists in Morocco, creative expression of refugees and other marginalised communities.

We want to make sure that artists, art collectives and organisations from Scotland, the UK and our international collaborators are supported to share knowledge and resources, build solidarity, find ways to resist (their own and each other's) hostile environment and make sure that our narratives are supported, amplified and celebrated. We want to build real and tangible connections between Scottish artists and international artists at risk through the facilitation of creative exchanges and residencies, with a focus on working with writers and translators.

We are preparing to move into a new and exciting phase of our work, working with Programme Director Annie Rutherford to continue to support and connect Scottish artists with artists at risk internationally, with a particular focus on supporting and platforming artists in exile. Through curating and facilitating digital creative exchanges between Scottish and international artists, we aim to build up to delivering short-term respite residencies for artists at risk within several years.

Highlight Arts is a small Scottish charity with a turnover of under £50K per year. We have no employed staff and work on a project by project basis, with a freelance Programme Director.

Recent Partners and funders: StAnza International Poetry Festival, Scottish Refugee Council Arts Programme, Moniack Mhor, DCAF, Cairo, Creative Scotland, British Council

The Role

Key Responsibilities

- To act as an advocate and ambassador for Highlight Arts, to support and champion Highlight Arts' activities and embody our core values
- To attend online board meetings, including reading any materials prepared in advanced
- To actively participate in board discussions and contribute an informed perspective
- To stay informed about Highlight Arts' groups and activities as well as the wider arts and charity sectors
- To participate in other tasks, such as interviewing freelancers
- To support fundraising efforts by acting as an ambassador for the charity at events, and alike
- To ensure that the charity complies with relevant legislation and regulations and take accountability for the fiduciary and fiscal health of the organisation

We recommend reading the publication [Guidance and Good Practice for Charity Trustees](#) to gain a full understanding of the responsibilities expected of a trustee. This is published by the Office of the Scottish Charity Regulator.

Highlight Arts is a Scottish Charitable Incorporated Organisation (SCIO), charity trustees are the only members of the organisation and will comprise the organisation's board.

Requirements

- An understanding of and commitment to Highlight Arts' values and objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a member of the Board of Trustees
- Expert knowledge in their relevant field
- A willingness to allocate time and effort towards their duties as a trustee
- Excellent judgment, creative thinking and strategic planning skills
- A willingness to engage, share their opinion while respecting differing views
- Excellent teamwork skills
- A respect and understanding of the need for confidentiality
- A strong commitment to and track record of promoting equality, diversity and inclusion

We are keen to hear from applicants with a background in communications and marketing, as well as those with experience of working with artists at risk. We particularly welcome applications from those with lived experience of displacement.

Officer responsibilities and person specifications

Treasurer: A treasurer's responsibilities for a SCIO (Scottish Charitable Incorporated Organisation) include:

- **Financial management:** Overseeing the charity's finances, including ensuring they are legal and within accepted accounting practices.
- **Record keeping:** Ensuring proper records are kept and that effective financial procedures are in place.
- **Financial reporting:** Monitoring and reporting on the charity's financial health, including producing financial reports, accounts, and audits.
- **Financial transactions:** Issuing receipts for cash received, keeping records of cash paid out, and being a counter signatory to any major banking transaction.
- **Statutory returns:** Ensuring statutory returns are made to OSCR the Scottish Charity Regulator.
- **Auditors:** Liaising with the auditors or financial examiners for the annual review of accounts.
- **Decision-making:** Contributing to the committee's collective decision-making

Person Spec. We are looking for a person with book-keeping, accounting or financial management experience, with an interest in arts and intercultural exchange.

Chair: The chair's main responsibilities are as follows:

- Ensure the board discusses and agrees the purpose and values of the organisation and remains focussed on them.
- Lead the board in identifying key strategic decisions, including the financial strategy, to be made and delivered.
- Ensure timely and well-founded decision-making that advances the values and purpose of our organisation.
- Work with the board and staff to further our strong commitment to equity diversity and inclusion.
- Ensure the organisation has in place appropriate policies, systems and procedures to operate legally and effectively.
- Monitor the progress of the organisation in light of the strategic objectives.

The chair will work with trustees to:

- Manage potential conflicts of interest to ensure probity and that there is appropriate transparency.
- Review board composition, and ensure timely trustee recruitment and development.
- Build an effective, high performing board team, supporting individuals, facilitating good relationships, promoting co-operative working.
- Chair board meetings, making sure they are minuted, and that follow up actions are communicated and monitored.
- Ensure board members are equipped to carry out their duties, identifying any learning, development, support, information, or advice that may be needed.

Person Spec. We are looking for a person with excellent organisational skills, with previous experience as a Trustee preferred, and an interest in arts and inter-cultural exchange.

Becoming a Trustee:

We welcome applications from those with and without previous Trustee experience.

If you are new to governance positions and interested in this role, we are happy to provide training to ensure you feel confident and fully briefed in the responsibilities of SCIO Trustees. This is a voluntary position.

You may be based anywhere in the UK (travel expenses will be reimbursed), but you must have the right to work in the UK.

The following Eligibility guidelines are based on current OSCR requirements. Upon being offered the position, the selected candidates will need to sign a Directors' Consent form which confirms their eligibility to become a Trustee.

Disqualifications:

Some people are not eligible to be a trustee, including those who:

- Are undischarged bankrupts
- Have an unspent conviction for dishonesty or an offense under the Charities and Trustee Investment (Scotland) Act 2005
- Have been removed from being a trustee by the courts or under Scottish or English law
- Are disqualified from being a company director
- Have committed a serious offense against children

Terms of Appointment:

Trustees are appointed to a 4-year term of office, and there is the possibility of serving for a further 4-year term. You will be expected to attend four Board meetings a year, with the potential for further working group meetings, training and events as appropriate.

Whilst the role is unpaid, pre-agreed travel and other reasonable expenses will be covered by Highlight Arts.

How to Apply:

Please send a CV and a short covering note explaining which role you are interested in and why you would like to become a Trustee of Highlight Arts (no more than one side of A4).

For a confidential discussion about the role, please contact Annie Rutherford at annierutherford@posteo.net.

Equal opportunities

Highlight Arts is committed to equality, diversity, and inclusion. We actively encourage applicants from diverse backgrounds to apply, especially those who may be underrepresented within Scotland's NGO sector.

If you have any access requirements please let us know, and we will do our best to make sure your needs are met.

Closing date and interviews

The closing date for applications is 16 March. Interviews will be held online in late March.