

# Trustee Opportunities



**Position:** Charity Trustee

**Pay:** Voluntary

**Working hours:** The commitment is approximately one day per month and allowable expenses will be met.

## About the role

We are currently looking to appoint a new Trustee with the following qualifications, skills and experience to support our ambitious plans to develop new audiences at home and worldwide utilising our National Portfolio Organisation status and as part of Coventry's City of Culture 2021.

## About the organisation

Culture Coventry Trust is one of Britain's most exciting arts and heritage organisations. Its mission is to promote innovative and creative arts activities in ways which help to establish them as a significant part of people's lives. The Trust supports a regular programme of exhibitions, educational workshops and performances and attracts over 800,000 visitors of all ages per year.

Within the Trust we have Coventry Transport Museum, The Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City. Therefore the Trust plays a unique role in Coventry's cultural development and is actively taking part in the Coventry City of Culture 2021.

### We are looking for candidates with experience in:

- Company secretarial work
- Charities sector
- Small company accounting, audit and advisory work
- have clear communication skills, with the ability to speak fluent English;
- Corporate Tax and VAT for smaller businesses and / or charities

We need strategic thinkers who have independent judgement and can work effectively with other Trustees and executive teams.

If you would prefer a confidential conversation before applying please call Becky Cund (Trustee) on [Becky.Cund@shakespeare.org.uk](mailto:Becky.Cund@shakespeare.org.uk)

**Please submit your CV with a cover letter to tell us how your skills, knowledge and experience cover the areas required mentioned above, and submit these to Gina Keohane at Coventry Transport Museum, [gina.keohane@culturecoventry.com](mailto:gina.keohane@culturecoventry.com)**

**Closing date: 29<sup>th</sup> June 2018.**