



Creative Wakefield Board - Role Description

We are seeking passionate, talented people from every walk of life to join our Board and help to shape the future of **Creative Wakefield**.

Background

Wakefield district has a proud history of creativity and innovation. Developed in 2019 Creative Wakefield brings together culture, heritage and the creative & digital industries with other sectors, including business, health and education to deliver a shared vision:

Wakefield's creative people, places and businesses bring forward an outstanding quality of life for everyone in our district.

There are 5 key aims for Creative Wakefield:

1. **Placemaking**
2. **Visitor Economy**
3. **Wellbeing & Inclusion**
4. **Creative Skills**
5. **Spaces & Support**

More detail on each of these aims can be found in the **Creative Wakefield Framework** <https://creativewakefield.net/about/>.

Steering Group

The Creative Wakefield Steering Group was formed in August 2020 to appoint a wider reaching Board that will lead Creative Wakefield and implement its vision. More information about the Steering Group can be found on the Creative Wakefield website: <https://creativewakefield.net/about/board/>.

Board structure

Creative Wakefield is an unconstituted Board that is enabled by Wakefield Council. Our Board members do not have legal or financial responsibilities for Creative Wakefield. More information about the structure of the Board can be found in the **Terms of Reference** on the Creative Wakefield website <https://creativewakefield.net/about/board/>.

Board members

Our Board members have overall oversight of Creative Wakefield. They are not involved in running day-to-day operations as this is enabled by a team of staff at Wakefield Council in partnership with network members. However, our Board members collectively make decisions about the approach

that Creative Wakefield will take and its future direction. They provide support, ideas and constructive challenge to staff to test their thinking and help Creative Wakefield to achieve the best it can for our businesses and residents, and demonstrate the difference that we make.

Commitment

Board membership is an unpaid, voluntary role. There are many benefits to joining our Board including:

- Induction, training and reimbursement of expenses
- Opportunities to make strategic decisions and develop new skills
- Opportunities to network with senior professionals
- Influence to shape innovative projects
- Making a difference to people's lives.

Board members are asked to attend around 6 meetings per year. This may be in person or via video conference. Board members are also invited to attend special events and to become ambassadors for our network. The level of commitment that each Board member will make will vary according to their personal circumstances but is typically around 0.5 day per month.

If you are interesting in applying but are concerned about managing the time commitment with your personal / professional circumstances please get in touch. We'd be happy to discuss what support we can offer you.

Person specification

We are seeking new Board members that have strong links to Wakefield district and are passionate champions of Wakefield's culture, heritage and creative & digital industries. Each Board member will:

- Be committed to the vision of Creative Wakefield and achieving its 5 key aims.
- Be committed to equality, diversity and inclusion.
- Be playful, kind, open and transparent.
- Be non-confrontational and adopt a collaborative approach to addressing barriers.
- Be willing to set new and stretching targets for Creative Wakefield.
- Be willing to work well together as a team with the rest of the Board and with staff.
- Be willing to challenge any behaviours that limit the scope for cooperation.
- Give the time and commitment that's needed to carry out their role well.
- Act with integrity and honesty.
- Understand that being a Board member is an important leadership role that has specific responsibilities and take time to fully understand these.

We aim to appoint around 10 new members to the Creative Wakefield Board:

Board member (6 posts available)

Senior Board member (Chair/Deputy) (2 posts available)

Trainee Board member (2 posts available)

Board members will bring professional skills and experience in one or more of the following areas:

- **Creative & Digital Industries**
- **Wellbeing & Inclusion**
- **Creative Education**
- **Community Arts**
- **Business with strong links to the creative sector**

We would also like to hear from people who are now or have been:

- **Director of a small/medium size Creative Business**
- **Creative Freelancer / Individual Practitioner**

Senior Board members will bring additional professional skills and experience in one or more of the following areas:

- Senior Leadership
- Strategic planning
- Policy development (regional/national)
- Commercial / Public Sector Fundraising
- Private / Public Sector Partnerships
- Governance

Our Senior Board members will play a key role in supporting our Trainee Board members. Therefore we would particularly like to hear from people with experience of coaching or mentoring.

Trainee Board members will be passionate champions for Creative Wakefield but do not need to demonstrate any previous Board or Committee experience. This opportunity is well suited to individuals who are looking to take their first steps in becoming a future leader. Creative Wakefield will support Trainee Board members to develop their professional skills through mentoring from a Creative Wakefield Board member and/or senior industry professional as well as providing access to an appropriate training package.

We believe that creativity is everywhere and for everyone therefore it is important that our Board reflects our district. We would particularly like to hear from younger people, people living on a low

income, people with a physical or less visible disability, people from Black, Asian, or ethnic minority backgrounds or from marginalised groups, such as the LGBT+ community.

How to apply

To apply to join the Creative Wakefield Board please send a copy of your CV and a cover letter (max 2-sides A4) telling us:

- What inspires you about Creative Wakefield?
- Why do you think creativity matters?
- What skills and experience will you bring to the Creative Wakefield Board?
- Which role would you like to be considered for (Board member, Senior Board member or Trainee Board member)?
- Any other points you would like us to consider?

Please submit your application to creativewakefield@wakefield.gov.uk by **10am Monday 12 April 2021**.

Training & Support

Creative Wakefield is committed to opening up opportunity. If you are interested in joining our Board we recommend that you join this free online training session.

A Practical Guide to Board Membership

Thursday 25 March 2-4pm

For more information and to book your place go to: <https://creativewakefield.net/events/>

Interviews

The interviews will be held online on the following dates:

Wednesday	21 April	2-4pm
Wednesday	05 May	9-11am
Friday	07 May	9-11am

Get in touch

If you have any questions, need any more information or require any support please contact us via creativewakefield@wakefield.gov.uk.