TRUSTEE RECRUITMENT PACK

WELCOME

Thank you for showing interest in the role of Chair of Trustees at Poetic Unity.

I founded Poetic Unity in 2015 at the age of 27 years old. As a young mixed-race boy growing up in Brixton, South London I never imagined I would be the Chief Executive of any organisation, especially a charity.

Growing up my friends and I, who were predominantly of African and Caribbean descent, were starved of opportunities and were treated disproportionately compared to our white counterparts. I felt like my voice was never valued and I did not receive the support I needed from my school. I realise now that a big reason why Poetic Unity exists is because of my personal experience as a young person. This fuelled the passion in me to support young people and make sure no other young person feels isolated and alienated like my friends and I did.

Poetic Unity gives a voice to the voiceless, we support some of the most marginalised young people in the UK, based in Brixton where it all started. We use poetry as a tool to support young people's mental health, education, physical health, personal development and community cohesion. Poetic Unity has provided over 500 services and supported thousands of young people around the world. We value young people's voices and provide safe spaces and opportunities for them to excel.

As Poetic Unity continues to grow, we are now looking for a new chair of trustees with experience of being on a board. We are looking for trustees who share the same values as Poetic Unity, who are passionate in supporting young people and who can help Poetic Unity extend its impact. If this sounds like you and you are motivated to help us create genuine change in society then we look forward to hearing from you.

Ryan J. Matthews-Robinson, Chief Executive, Poetic Unity

WHY WE EXIST

TO GIVE A VOICE TO THE VOICELESS

TO UNIFY COMMUNITIES

TO SUPPORT MENTAL HEALTH

TO IMPROVE EDUCATION AND PHYSICAL HEALTH

TO PROMOTE THE POETRY SCENE

OUR WORK

In order to achieve our aims, we have partnered with many respected institutions and organisations since 2015, from schools and universities to fellow charities and Government departments.

We actively look for more opportunities to reach as many young people as possible and continue our growth. It is an exciting time to join us.

Recent partner activity:

IN PARTNERSHIP WITH THE PRINCE'S TRUST

The Prince's Trust commissioned us to design a programme that would help them connect with young people during the pandemic. The **Get Started In Spoken Word** programme ran for six months with 28 young people enrolled. We produced a programme that could be delivered online, ending with a final performance and a review of the learnings each participant will be looking to take forward.

Theatre Peckham partnered with Poetic Unity to develop and facilitate the **Spoken Word Theatre Workshop** to help young people improve their writing, confidence and performance skills. The workshop was designed to bring their poetry to life on stage. Led by our founder Ragz-CV, the programme took place over 10 weeks. The young poets did their first performance at the Black Cultural Archives and a final performance at Theatre Peckham with a total attendance of 100+ people.

THEATRE PECKHAM

OUR PARTNERS AND SUPPORTERS

BLACK CULTURAL ARCHIVES

BRITISH COUNCIL

streatham space project

The London Community Foundation

CITY BRIDGE TRUST

RISE

Community Southwark

Southwark Council

4FRONT

SOUTHSIDE

Department for Digital, Culture, Media & Sport

In partnership with THE NATIONAL LOTTERY COMMUNITY FUND

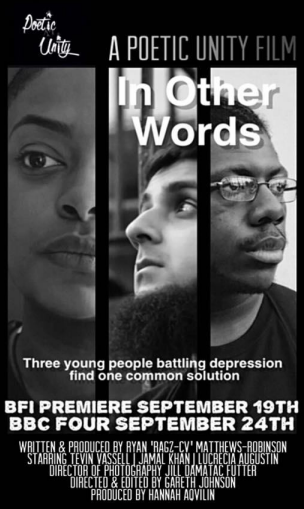
COMMUNITY FUND

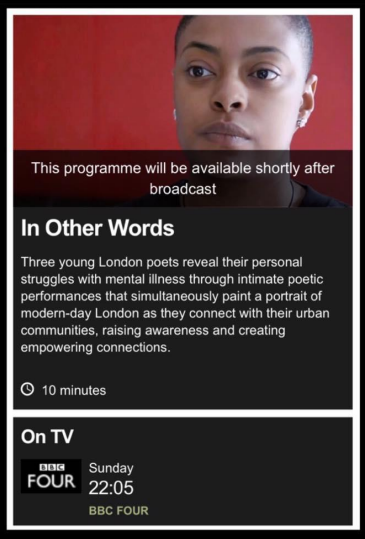
NAYLOU HOLISTICS

WE ARE PARABLE.

MEDIA HIGHLIGHTS

Press coverage: Time Out, BBC Radio 5 Live, The Londonist, BBC Radio London, London Live, The Voice, Channel 5 News, SW Londoner, and South London Press.

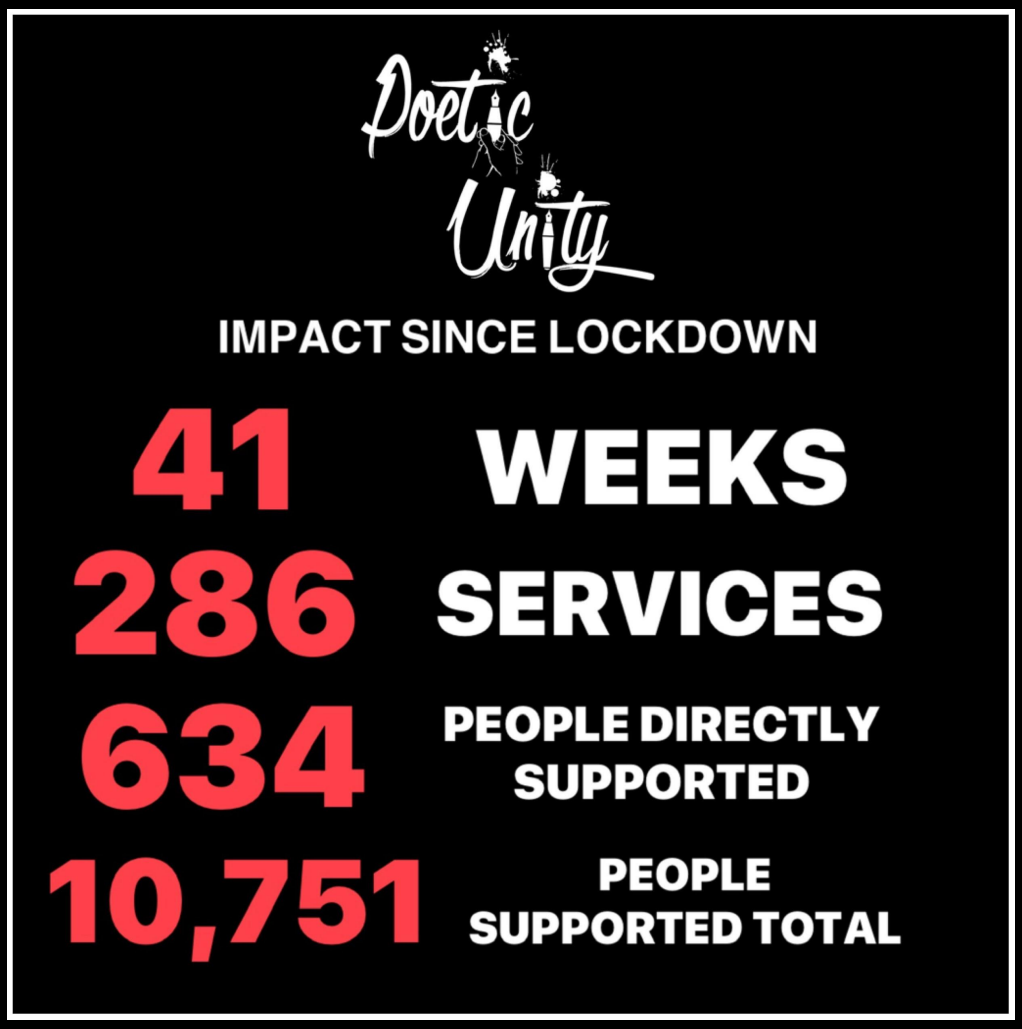




Poetic Unity documentary on the positive effects of poetry for mental health premiered at BFI and BBC Four September 2017.

Website: www.poeticunity.org.uk Email:info@poeticunity.org.uk

COVID-19 RESPONSE



*Statistics based on activity between March 23rd - December 30th 2020

The impact of Covid-19 is ongoing but that doesn't mean Poetic Unity's work stops. From March 23rd 2020, we quickly adapted our services to run online in response to the pandemic. We continue supporting young people's creativity, personal development and their mental health.

Being online has helped us connect with young people across the UK and the world via a mixture of Social Media, Microsoft Teams and Zoom led workshops and events.

We have partnered with prestigious organisations such as The Prince's Trust, London South Bank University, and the City Bridge Trust to widen our network and increase our impact with both individuals and the international poetic community.

OUR BOARD OF TRUSTEES

Made up of passionate professionals across the charity sector, wellness industry and youth services. Our Board is passionate about driving Poetic Unity's vision forward.

Temi Mwale is a racial justice campaigner and the Founder and Executive Director of The 4Front Project, a member-led youth organisation empowering young people and communities to fight for justice, peace and freedom. Temi focuses on fighting against institutional racism and is passionate about working towards a world where we use a radically different approach to resolving conflict within society.

Naomi Louise McLean, the founder of Naylou Holistics, is a Meditation teacher and practitioner of Reiki, Seichem, Indian head massage, sound energy therapy and vibroacoustic massage. Through creating safe and relaxed spaces, Naomi's personal journey of self-discovery and experiences of anxiety lead her to help others in nurturing their own capacity for self-love and self-empowerment.

Sasha Shantel Bennett is a Certified Transformation and mindset coach, who runs the female empowerment brand 'Women Who Slay'. The brand supports women through coaching and resources to excel in life, business, and their career. Sasha is a blogger and a 4x award winning writer who has written essays, reviews, and general articles for a number of digital publications.

Lucrecia-Seline Augustin is a writer, facilitator, published poet, co-founder of 'Words Unsaid', co-host of 'Poetclopedia' and an advocate for fighting against domestic abuse and supporting mental health. With her raw truths in poetry, she hopes to inspire, empower, and force change, as well as break society's comfortability with taboo subjects. Lucrecia-Seline has been nominated for multiple awards for her work as a poet with her most recent nomination being for best poet 2020 by UK Entertainment Awards.

Chair of Trustees - Role Description

We are looking for a Chair of Trustees who will have the following responsibilities:

• To make the most out of the Trustees and their specific skills and experience.
• To meet (3-5hours) weekly with the Chief Executive to discuss strategy and vision.
• To support and supervise the Chief Executive as appropriate and act as a channel of communication between the Board and any members of staff.
• To hold the Chief Executive accountable for duties and responsibilities.
• To act as a representative of the Board and lead in the decision making process.
• To act as a representative for Poetic Unity (representing at functions and in the press.)
• To ensure board meetings are chaired effectively and that meetings are based on a clear agenda and well recorded.
• To take a lead in ensuring that the compliance responsibilities of the Board are fulfilled, while keeping an eye on the fact that the main role of the trustees is to ensure that Poetic Unity is fulfilling its objectives, having a clear vision and looking to the future.

Main responsibilities of all Trustees are:

• To set and maintain vision, mission, and values.
• To ensure that Poetic Unity complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
• To ensure that Poetic Unity pursues its objects as defined in its governing document.
• To maintain proper financial control and ensure that Poetic Unity applies its resources exclusively in the pursuit of its objectives.
• To ensure minutes from Board meetings are accurate, concise, and distributed to the other Trustees
• To develop overall strategy and provide strategic leadership, setting policy, defining goals, and setting targets and evaluating performance against agreed targets.
• To support the operational management of the organisation.
• To ensure that risk assessments for all aspects of the business are carried out.
• To safeguard the good name and values of Poetic Unity.
• To maintain effective Board performance and ensure the effective and efficient administration of the charity including funding, insurance, and premises.
• To promote Poetic Unity and act in the best interests of the charity, never in the interests of yourself or another organisation.

Knowledge and experience

• Exceptional expertise and experience of chairing a charity Trustee Board.
• Outstanding record of professional achievement in their desired field, with a commensurate personal reputation for excellence, with a particular focus on strategic finance, audit, and risk, planning and performance.
• Strong understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship.
• Appreciation of the nature of risk management at Board level.

Skills and abilities

• Highly effective communication and interpersonal skills.
• Able to galvanise external relationships and build support for Poetic Unity.
• Strong ambassadorial and influencing skills – inspires trust and confidence quickly.
• Able to distil complex information and bring a pragmatic approach to its application

Personal style and behaviour

• Independent, strategic, and creative thinker.
• Driven and self-managing with sharp commercial acumen.
• Collaborative team player.
• Sound judgement and political sense.
• Committed to the values of Poetic Unity; leads by example in upholding these values and demonstrates the utmost integrity.

Safeguarding

All Trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding the welfare of children and young people. This will include completing a Standard DBS check.

Additional duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. These may involve scrutinising Board and Committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A Trustee is required to act reasonably and prudently in all matters relating to Poetic Unity and must always bear the interest of the charity in mind.

Terms of Appointments – Chair

Remuneration
The role of Chair and Trustee is unremunerated.

Time Commitment
Up to five Board meetings per year. Trustees are also expected to attend occasional public or private events, e.g. supporter/fundraising events, strategic planning Board away days and public profile events.

Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests.

Location of meetings
Poetic Unity
1 Windrush Square
Brixton, London
SW2 1EF

Expenses
Reasonable out of pocket travel expenses will be reimbursed.

Terms
Trustees will serve an initial three-year term (which will be reviewed annually.)

Equal opportunities
Poetic Unity is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

To express an interest in the Chair role and to be considered, please submit the following:

• An updated Curriculum Vitae
• A supporting statement that addresses the criteria in the Person Specification and outlines your motivation for applying (max 500 words)
• Details of your availability on the dates provided in the indicative timetable.

Submissions should be sent to:
• Email: info@poeticunity.org.uk - title your application with 'Chair Role.'

The closing for applications for the Chair of Trustees role is noon on 05 July 2021.
If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion then please contact info@poeticunity.org.uk

Recruitment Timetable

An indicative recruitment timetable for candidates is provided below. Once final dates are confirmed, these will be made available to applicants as soon as possible.

05 July 2021 (noon)
Closing date for applications.

w/c 19 July 2021
As required, opportunity for shortlisted candidates to meet the CEO.

w/c 09 August 2021
Final interview with Board and Poetic Unity Members.

Poetic Unity, 1 Windrush Square
Brixton, London SW2 1EF
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Company no: 09882990
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Website: www.poeticunity.org.uk Email:info@poeticunity.org.uk