



Job Description – 3 x Trustee / Directors

Responsible to: Chairman / Board

Introduction

Saffron Walden Community Cinema Ltd was established in 2005 as a company and charity to set up a cinema in Saffron Walden. Saffron Screen opened to the public in May 2006.

Saffron Screen is an independent community cinema screening a wide range of films and seeking through cinema to entertain, educate, create a shared experience and improve the quality of life for everyone in Saffron Walden and the surrounding area.

Saffron Screen's charitable objects are:

- To advance the education of the public in the knowledge, understanding and appreciation of the arts, particularly the art of films and allied visual techniques;
- To advance the education of pupils at Saffron Walden County High School by providing and assisting in the provision of facilities for the benefit and education of the school;
- To promote for the benefit of the inhabitants of Saffron Walden and the surrounding area the provision of recreational and other leisure facilities in the interests of social welfare and with the object of improving their quality of life.

Saffron Screen currently employs 19 part time staff and works with between 50 and 100 volunteers.

Purpose of role:

Saffron Screen is looking for new board members to join its lively and active board of trustees who are also directors of the company. The roles provide an opportunity to work with an energetic and professional team, to connect with the local community and to make a real difference to a small but dynamic charity. This is an exciting time for Saffron Screen as we plan the future of our community cinema.

We are looking for trustees to advise and guide the board on all strategic matters relating to the successful operations and development of Saffron Screen. Our main requirements are a keen interest in the Arts/Film Industry, and strong strategic expertise. A background in IT, Property or Legal would be advantageous but not a requirement.

Duties as a Director and Trustee:

1. To ensure that Saffron Screen complies with its governing documents, charity and company law, and other relevant legislation or regulations.
2. To ensure that Saffron Screen pursues its objects as defined in its governing document.
3. To ensure that Saffron Screen uses its resources exclusively in pursuance of its objects.
4. To contribute actively to the board of trustees in giving firm strategic direction to Saffron Screen, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and ethos of Saffron Screen.
6. To ensure the effective and efficient administration of Saffron Screen.
7. To ensure the financial stability of Saffron Screen.

8. To protect and manage the property of Saffron Screen and to ensure the proper investment of Saffron Screen's funds.
9. To monitor the performance of the management team of Saffron Screen.
10. Where appropriate, to serve on sub-committees of the board.
11. To use your specific skills, knowledge or experience to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives and any other issues on which you have specific expertise.

Hours:

4 meetings per year, in the evenings, plus approximately one additional daytime board meeting each year.

Additional hours for reading documentation, email discussion and to allow for involvement on sub-committees.

Ad hoc hours responding to questions from the management team as needed.

A full **induction** will be offered.

For further information:

Please contact Paul Ainscough, Chairman, at painscough@gmail.com or Hayley Hendy, HR Director, at hayley-hendy@hotmail.co.uk

To apply:

Please send your CV with a covering letter explaining why you would like to join the board of trustees to jobs@saffronscreen.com

Closing date: **Friday 22nd December 2017**