

RECRUITMENT PACK

GOVERNANCE ADMINISTRATOR (FREELANCE)



O **LD**
DIORAMA
A **ARTS**
C **ENTRE**

Old Diorama Arts Centre,
201 Drummond Street,
Regent's Place,
London, NW1 3FE

WHO ARE WE?

Named in homage to our iconic original home, Old Diorama Arts Centre (ODAC) has a long and radical history supporting London's artistic ecology and communities in Camden.

ODAC's mission is to be a vibrant, nurturing centre where artists and residents come together to make the change they need; serving as a springboard for artistic creation and community action, with the neighbourhood and cityscape of Euston as our inspiration, collaborator and stage.

Our overlapping strands of activity are:

- **SPACE TO CREATE** - Space for the live arts, creative industries and local communities to make, explore and collaborate.
- **RESIDENT PARTICIPATION** - Inclusive, participatory artist-led projects with residents of Regent's Park ward and wider Camden.
- **ARTISTIC EXPLORATION** - Interdisciplinary artistic support and commissioning, as part of London's Knowledge Quarter.

Our focus is on:

- **CIVIC & SOCIAL ACTION** - Using the arts as our tool to contribute to the health, wellbeing and cohesion of our communities, and the development of the environments in which we are located.

Since 2013, thanks to British Land, our home has been a purpose-built rehearsal studios centre at the Regent's Place campus. Since 2021, the charity has been through an intensive period of change, new leadership and management, modernisation, and expansion.

WHAT'S THE ROLE?

As ODAC continues to develop and expand, we are looking to recruit a freelance Governance Administrator to support the Creative Director & Chief Executive and Trustees in ensuring efficiency and best-practice with our company and charity governance.

The Governance Administrator will be the minute-taker at quarterly Trustees meetings, support with arrangements and preparations for meetings, sub-group meetings and strategic planning days. They will help improve and standardise ODAC's governance administration.

Attendance in-person is compulsory, but the majority of the role can be done remotely on a flexible basis. You will mostly be working with the Chief Executive and Trustees rather than the ODAC staff team.



ODAC's Remix Dance about to perform at Regent's Roots Festival 2022.

WHO ARE WE LOOKING FOR?

We're looking for someone who is an efficient administrator with an eye for detail, who is experienced with the standards and details of company and/or charity governance.

You'll need to be a keen listener, clear and detailed note-taker in meetings, as well as able to advise when there are improvements or efficiencies to be made. Confidentiality and discretion are important in the role, as you will be party to high-level decision-making conversations. An in the work that ODAC does is encouraged, but not compulsory.

As a very part time freelance role, we expect this role to fit alongside a range of other work for you as part of a portfolio career. We're open to a wide range of career experience, but this may suit someone who works as an administrator, executive assistant, Company Secretary, or has worked in HR or finance operations in another charity. Equally, it might suit an arts management professional as part of a freelance portfolio.

INCLUSIVITY

Diversity and inclusion are critical to our mission of local community cohesion, and we need a truly diverse workforce that reflects the communities that we serve. ODAC is committed to continuing to develop a team with diverse skills, backgrounds and lived experiences.

We actively encourage applications from those who are under-represented in our organisation and marginalised in the arts and charity sectors, including those who have faced socio-economic barriers. Our team currently includes people with a range of identities and lived experiences, but there is more to do to shift power and continue to build the diversity of the team.

We encourage applications from those from the Global Majority as they are under-represented in our workforce, including but not limited to, those of African diaspora heritage, South Asian, East Asian and South-East Asian heritage, and all mixed heritages.

ODAC is a physically accessible venue and welcomes applications from disabled people.

ODAC is an inclusive space for all genders and sexualities and welcomes applications from members of the LGBTQ+ community.



A local resident performs in Town Criers by Emergency Chorus at Regent's Roots Festival 2023. Town Criers was the 'Developed on Drummond Street' Commission 2023 from ODAC and Camden People's Theatre

JOB DESCRIPTION

GOVERNANCE ADMINISTRATOR (FREELANCE)

The Governance Administrator supports the Chief Executive and Board of Trustees to ensure compliance and best-practice for our organisation. They will be responsible for providing administrative support to the charity's governance structure, ensuring compliance with legal and regulatory requirements, and maintaining accurate records of all governance-related activities, in line with all Charity Commission, Companies House guidelines and as detailed in ODAC's Memorandum and Articles of Association.

PAY	Estimated at £200 per day (or please provide a quotation, dependent on experience)
CONTRACT	Freelance contractor
WORKING HOURS	Approximately 1 day per month, worked flexibly but to include Board meetings in evenings
LINE MANAGER	Creative Director & Chief Executive

- Provide administrative support to the Chief Executive regarding the charity's governance, including the Chair of Trustees, Board of Trustees, sub-committees, and any working groups.
- Maintain accurate records of all governance-related activities, including minutes of meetings, agendas, and action points.
- Ensure compliance with legal and regulatory requirements, including the Charity Commission's guidance on good governance.
- Coordinate the production and distribution of governance-related documents, including annual reports, policies, and procedures.
- Support the Chief Executive as point of contact for all governance-related queries, both internal and external.
- Support the induction and training of new trustees and committee members.
- Undertake other relevant administrative duties as required by the Chief Executive.

PERSON SPECIFICATION

REQUIRED EXPERIENCE:

- Experience of working in a governance or administrative role within the charity sector.
- Knowledge of charity law and regulation, including the Charity Commission's guidance on good governance.
- Excellent administrative and organisational skills, with the ability to manage multiple tasks and priorities.
- Strong communication skills, with the ability to communicate effectively with a range of stakeholders.
- Excellent attention to detail, with the ability to produce accurate and high-quality work.
- Ability to work independently.

DESIRABLE EXPERIENCE:

- Experience of working with trustees and committees.
- Knowledge of the charity sector and the challenges it faces.

2024 GOVERNANCE DATES

The Governance Administrator will be required to attend the following meetings in-person.

6-8.30pm unless specified:

Tuesday 30th January – Quarterly meeting

Tuesday 30th April – Quarterly meeting

Tuesday 11th June – Strategy Away Day, 3pm-7pm

Tuesday 6th August – Quarterly meeting

Tuesday 29th October – Quarterly meeting

HOW TO APPLY

This is a rolling application process. If you are interested, please be in touch asap as we would love to have someone in place the Quarterly meeting on 30th January.

Please send the following to recruitment@olddiorama.com by the deadline below:

- A CV, detailing your work and education.
- A covering letter explaining your relevant experience and interest in the role.

And please fill in this online Equal Opportunities Monitoring Form [<https://forms.gle/UnEjwgZpnRneuKka9>] and confirm in your email that you have done so.

DEADLINE: Rolling.
INTERVIEWS: ASAP

ACCESS: If any aspect of this process is not accessible to you, please let us know and we'll do our best to adapt it.

If you have questions about this opportunity, informal conversations can be arranged ahead of application. Email Creative Director Daniel Pitt on daniel@olddiorama.com and we'll find a time for a call.