



Trustee Recruitment Pack

June 2025

Thames Festival Trust (TFT) is seeking to appoint new Trustees to join its Board.

TFT's Board is responsible for upholding the purpose, value and style of the organisation. Board members will share an infectious enthusiasm for the Trust's work, and its commitment to serving the varied communities we touch with distinction.

Overall resonance with the characteristics we describe in the attached role description is our predominant consideration, but as we develop our Board we are particularly interested in hearing from potential Trustees who have experience in any of the following areas:

- Festivals and Events
- Education (we deliver education programmes in primary and secondary schools)
- Digital and Marketing
- Environmental sustainability

Recruitment Process

Candidates are asked to send a current CV and a one-page expression of interest outlining your experience and suitability for the trustee role, and availability for interview, to Sophie Branscombe, Governance Consultant, s.branscombe@thamesfestival.org, **by midday on Monday 30 June 2025**.

We will reply to all applicants w/c Monday 14 July 2025.

First interviews will be held in July and August via video-call. Shortlisted candidates will then be invited to an in-person interview in central London.

Interviews will be held by the Trust's Chair, Stephen Warrington, the Trust's Director, Adrian Evans, plus one other member of the Trust's Board Nominations Sub-Committee.

If you would like to have an informal conversation about the role and the recruitment process, please contact Sophie Branscombe, s.branscombe@thamesfestival.org, who will be happy to arrange a suitable time.

Thames Festival Trust

Trustee Role Description

Thames Festival Trust provides public benefit through the creation and promotion of inspirational projects and programmes which nurture knowledge and appreciation of significant rivers, both nationally and internationally. The Trust's engaging activities are designed to motivate people to visit and interact with their river, thereby to value it and take positive action to care for its future.

The Trust's projects and programmes span the fields of culture, heritage and education. They reveal rivers' rich natural capital, share their unique history and heritage, respect their ecology, raise awareness of environmental sustainability, and celebrate the diverse links rivers make locally, and with the wider world. The Trust's activities take place in London, focused on the River Thames and its tributaries, in multiple river locations around the UK, and in partner cities overseas, reaching many thousands of people.

Our trustees play a vital role in making sure that Thames Festival Trust (TFT) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Thames Festival Trust has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Thames Festival Trust to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on TFT's purpose, vision, goals and activities.
- Approve operational strategies & policies, and monitor and evaluate their implementation.
- Oversee TFT's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve TFT's financial statements.
- Provide support and challenge to TFT's Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in TFT's operating environment.
- Contribute to regular reviews of TFT's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect TFT's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of TFT's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Contribute to TFT's fundraising initiatives by applying your skills, expertise, knowledge and contacts.
- Attend programme-related events where possible during the year.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Further information on the Trust's projects and programmes can be found on our website:
www.thamesfestivaltrust.org

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board.

You do not need previous governance experience – we will provide a full induction and support.

Personal skills and qualities

- Willingness and ability to understand and accept your responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a Board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission, with an interest in and passion for the river Thames, arts, culture, education, heritage and the environment.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership:
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewable for 2 further terms to a maximum of 9 years.
- In exceptional circumstances, shorter term lengths or additional terms may be agreed between prospective trustees and the executive.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- **Attending four Board meetings annually.** Currently meetings are held in person (with video-link option) at 1901 Arts Club, 7 Exton St, London SE1 8UE, or other central London location. **Board meetings take place on a Tuesday afternoon and are two-and-a-half hours in length.**
- **Attending an Annual Strategy Half-Day.**
- Trustees are expected to attend programme-related events where possible during the year.

Committee membership

We ask all trustees to support the governance and management of TFT in a variety of ways: through participation in Sub-Committees; providing advice and support in relevant areas of trustee expertise; ad hoc and other support through working groups and / or support to the executive team as needed.

Current Board Sub-Committees are as follows:

- Finance Sub-Committee
- Funding Applications Advisory Sub-Committee
- Board Nominations Sub-Committee

Current expertise-specific Trustee roles are as follows:

- Treasurer
- Trustee with Responsibility for Board Oversight of Safeguarding
- Trustee with Responsibility for Board Oversight of HR
- Trustee with Responsibility for Board Oversight of Environmental Responsibility