



**FOREST
FORGE
THEATRE CO.**

**Finance Trustee
(voluntary position)
Information Pack**



forestforgetheatre.co.uk

01425 470 188

Forest Forge Theatre Company. First Floor, Pintail House, Duck Island Lane, Ringwood,
Hampshire BH24 3AA. Company registration No. 1787316 Registered Charity No. 289644

Thank you for your interest in the role of Finance Trustee at Forest Forge Theatre Company.

Forest Forge Theatre Company is a registered charity. We use theatre and theatre-making to find and celebrate the extraordinary in the ordinary. Based in the New Forest, our work across touring productions, participation and artist development helps make and build connections between people, spark joy and encourages personal shifts in perspective and experience.

Forest Forge started life in 1981 and since then has produced hundreds of touring theatre shows, delivered thousands of participatory experiences and is now a fundamental part of cultural life in the New Forest. We have entertained, supported and worked with generations of local families and people regularly tell us Forest Forge provided their first theatre memories.

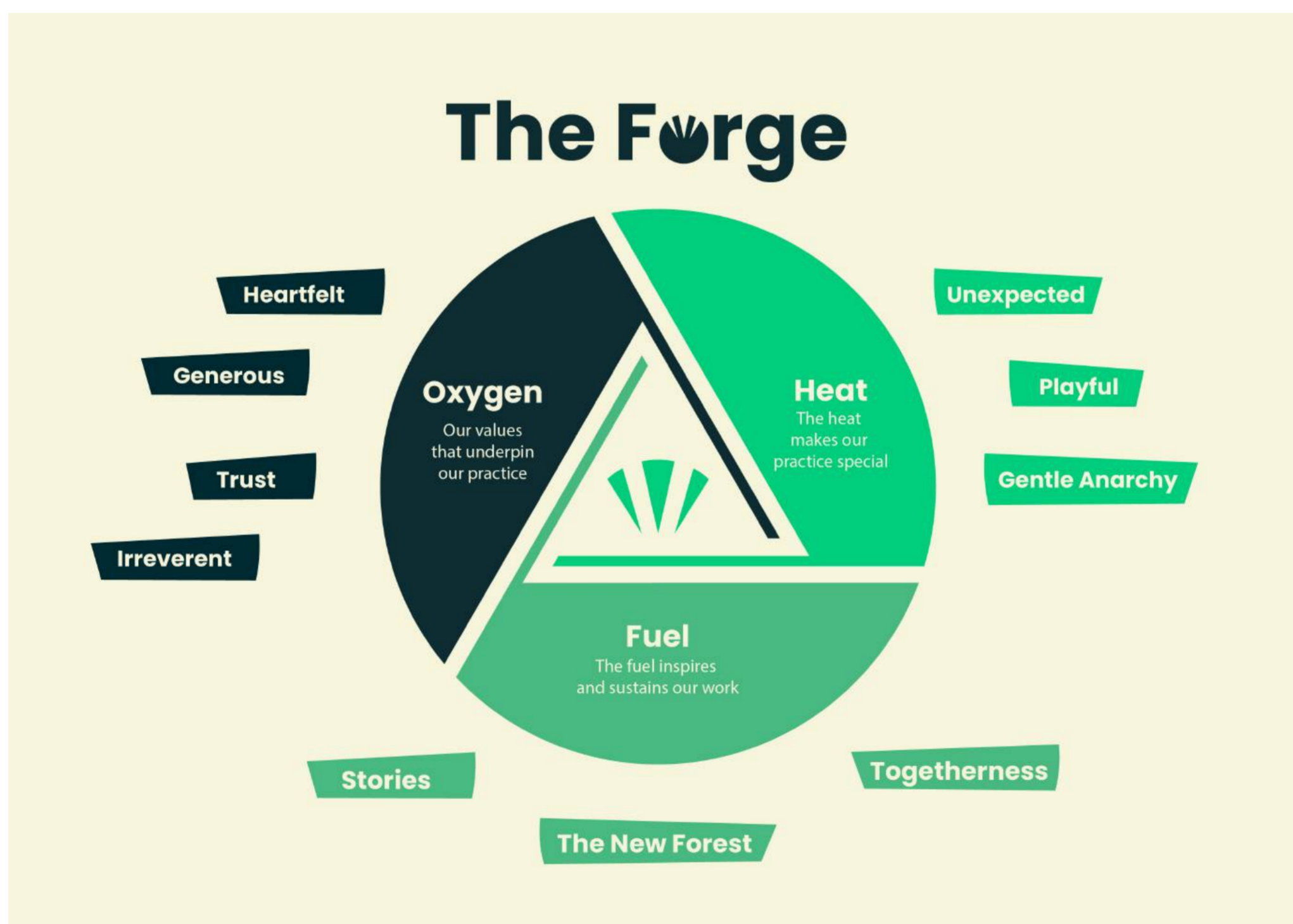
Our Vision:

Forest Forge is a fundamental part of the fabric of cultural life in the New Forest and beyond. Our artistic practice is celebrated for the way in which we share stories with our communities via touring regular productions, supporting artists and delivering meaningful participatory experiences.

Our Mission:

Forest Forge uses theatre and theatre-making to find the extraordinary in the ordinary. Based in the New Forest, our work across touring productions, participation and artist development helps make and build connections between people, sparks joy and encourages personal shifts in perspective and experience.

We deliver our work in accordance with our Fire Triangle, that expresses our approach to creating and sharing theatre.



Together the elements create Forest Forge's artistic output which:

Finds the extraordinary in the ordinary

Creates shifts in perception and experience (from a tiny smile to a change in worldview).

Works with and shares joy.

Makes and sustains connections.

**Forest Forge delivers three strands of work.
Each programme is of equal importance.**



Touring Theatre

We have been creating and touring playful and heartfelt theatre productions to rural village halls and studio theatres since 1981.



Participation

We provide professionally-led, joyful theatre workshops across the New Forest and beyond.



Artist Development

We support artists at all stages of their careers so that more theatre can be made for, and in the New Forest and surrounding region.

Forest Forge is a registered charity and Company Limited by Guarantee.

We are based in Ringwood in the New Forest. Each year we engage around 5,000 audience members and participants.



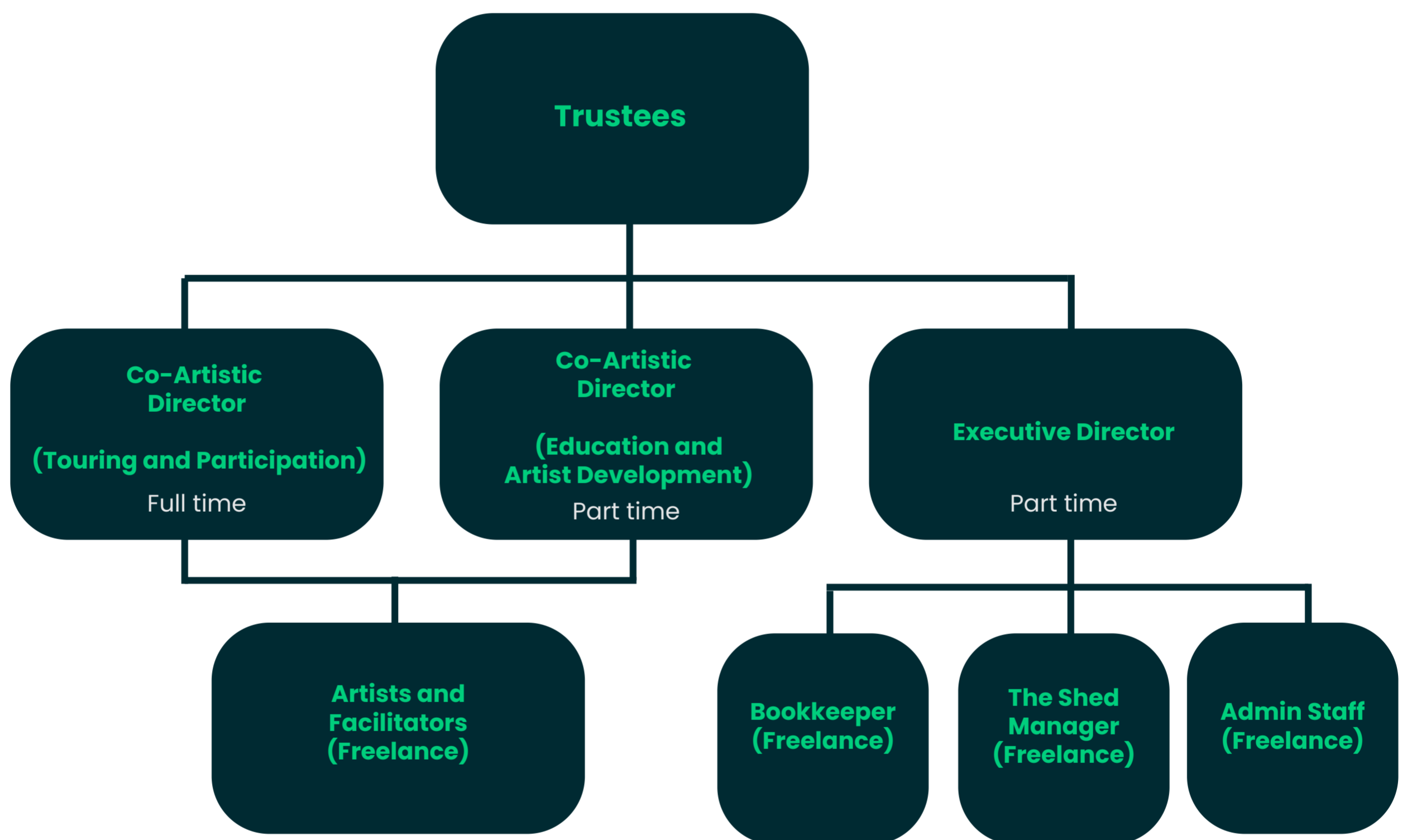
Forest Forge today

In recent years Forest Forge has, like many cultural organisations, been through a challenging time. This has included a staffing restructure and the sale of our building. In January 2024 we moved into a new rented premises, developed a new business plan and associated budgets and appointed a new leadership team and three new trustees. Following this time of change the company are now happy in their new home, excited about the future and financially secure.

Having supported us through this time our current Chair, Dr Miranda Whitehead, has decided, along with two other long-standing trustees, to move on at the end of March 2024. Until then she continues to support us, including providing guidance to the incoming Chair who will be elected to the board in January 2025 and will take up the position from April.

We are now recruiting new trustees to support us to deliver our exciting new future.

Forest Forge Theatre Company Staffing Structure (from April 2025)



Finance Trustee: Role Description

Voluntary Position, working as part of our board of Trustee Directors

As a charity, Forest Forge could not operate without the kind voluntary support of our board of trustees.

Trustees are a group of people who support and use their expertise to guide a charity, ensuring it is working effectively and compliantly. Becoming a trustee is not only a fantastic opportunity to support a charity you care about, and give something back to the community, but it's an opportunity to learn new skills and is a fantastic addition to any CV.

The core purpose of the Finance Trustee is to provide financial oversight to the charity. The role acts as a critical friend, analysing the financial reports and advising the board and staff on risks and appropriate action. The role provides an important bridge between the staff team, accountant and board on financial matters.

Financial Oversight

Provide guidance to the Board and staff team on the financial stewardship of the charity.

Provide oversight in financial matters, including analysing financial reports and budgets and providing expert advice to the board and staff.

Work with the trustees to effectively designate and secure the company's reserves and assets and provide advice on investments.

Act as a financial representative for the company via inclusion on the bank mandates.

Undertake periodic checks of financial procedures to ensure that internal control systems are effective.

Support the Executive Director in the review of the statutory accounts and Independent Examination

Ensure the Board takes collective responsibility for the financial health of the organisation, drawing any major concerns to the attention to the board and senior management team.

Strategic Oversight

Work with the trustees to support the charity's strategic planning, helping the organisation to develop long-term strategic plans that deliver the charity's purpose, working for the public benefit and building sustainability.

Work with the trustees to monitor progress against strategic objectives, especially in relation to financial targets.

Ensure Forest Forge's organisational resilience and adherence to legislation and best practice, through regular monitoring of policies, risk management, budgets and accounting practices.

Other

Work as part of the board, ensuring it is working effectively and collaboratively, in accordance with the legal responsibilities of trustees and the principles of good governance.

-Represent Forest Forge at events and meetings as required, acting as an ambassador with key stakeholders and funders.

Support the company's work by attending performances and events and keeping up to date with news and activity.



Who We Are Looking For

We are looking for someone with professional experience in accountancy or charity accounting (for example as an accountant or financial manager at a charity), who would enjoy the opportunity to contribute to the New Forest cultural sector and the ongoing development and sustainability of Forest Forge.

We especially want to hear from people who share our values and approach to creating and sharing theatre.

You will also have:

- Experience of charity accounting practices of charity financial management
- Knowledge of the charity or arts sector
- A willingness to advocate for Forest Forge within your networks and to make connections on our behalf
- Excellent communication and interpersonal skills
- Some knowledge or experience of Forest Forge's work, or a willingness to learn about what we do and why.

Commitment

We ask the Finance Trustee to be willing and able to commit between 1 – 2 days per month to trustee duties. This includes attending meetings, reviewing management accounts and reading reports.

Trustees must regularly attend and prepare for quarterly Board meetings. Meetings last approximately 3 hours and are held in person in Ringwood.

They are currently held during office hours, but this may change in 2025.

Being a Trustee

Forest Forge Theatre Company is a Company Limited by Guarantee, No 1787316, and a Registered Charity, No 289644. Trustee Directors (also known as a board member or member) are responsible for the good governance of the organisation in line with the Memorandum and Articles of Association.

Trustee Directors work in accordance with the Good Governance Code and

- are committed to Forest Forge's work and join the board because they want to help the Forest Forge deliver its purposes most effectively for public benefit.
- recognise that meeting Forest Forge's stated public benefit is an ongoing requirement.
- understand their roles and legal responsibilities, and, in particular, have read and understand:
 - the Charity Commission's guidance The Essential Trustee (CC3).
 - Forest Forge's Memorandum and Articles.
- are committed to good governance and want to contribute to Forest Forge's continued improvement.

We also ask Trustee Directors to:

- Use their own skills and expertise to support the development of the company.
- Act as an advocate and champion of the company.
- Attend a minimum of 70% of meetings within a year.
- Attend Forest Forge events and activities to help see and celebrate our work (invitations and information will be sent in advance).
- Work in accordance with Forest Forge's policies and procedures.
- Declare any conflicts of interest.
- Read and work in accordance with the Charity Governance Code.

Forest Forge is a limited company. In the event of the winding up of the organisation, including due to insolvency, Trustee Directors may each be liable for up to £1 towards the debts and winding up costs of the company.

How to Apply

To apply, please send a CV and Covering Letter (max 2 sides of A4) explaining your suitability for the role and your experience to date to sophie@forestforgetheatre.co.uk

Please follow this link to complete an equal opportunities monitoring form alongside your application
[EQUAL OPPORTUNITIES MONITORING FORM](#)

Deadline for applications: **Monday 6 January 2025**

Interviews will be held in Ringwood in early January.

If you have any access requirements for interview please let us know in your application.

Successful candidates will be elected to the board at the meeting on 22 January.

We are committed to encouraging diversity and eliminating discrimination. We especially welcome applications from individuals who are ethnically diverse, D/deaf and / or disabled, LGBTQI+ or from lower socio-economic backgrounds.

For an informal conversation about the role in advance of application, please contact Sophie Fullerlove, Interim Executive Director at sophie@forestforgetheatre.co.uk

