



FOREST FORGE THEATRE CO.

Trustee Information Pack (voluntary positions)

 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 becoming a Trustee of 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.

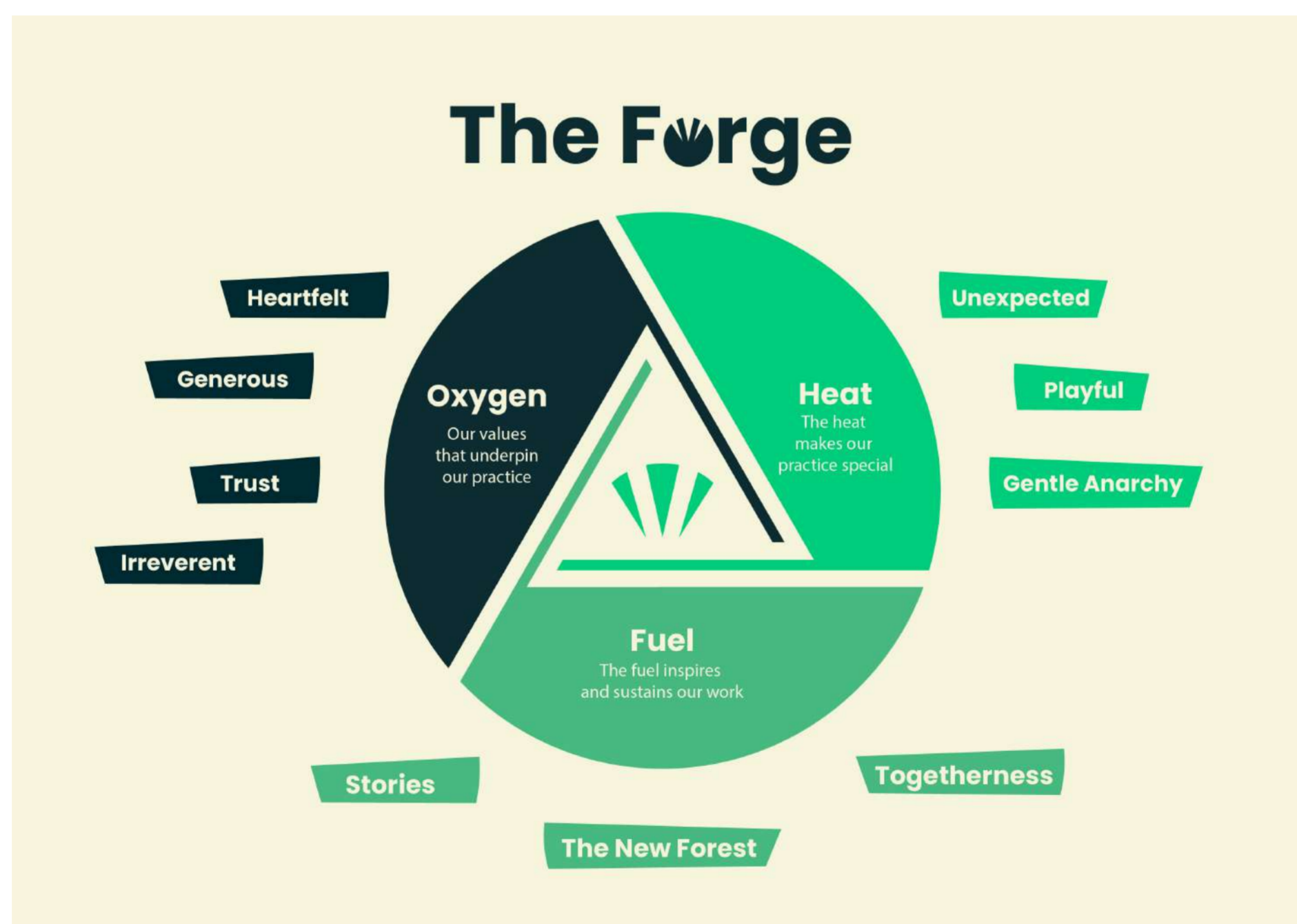
Our Vision:

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.



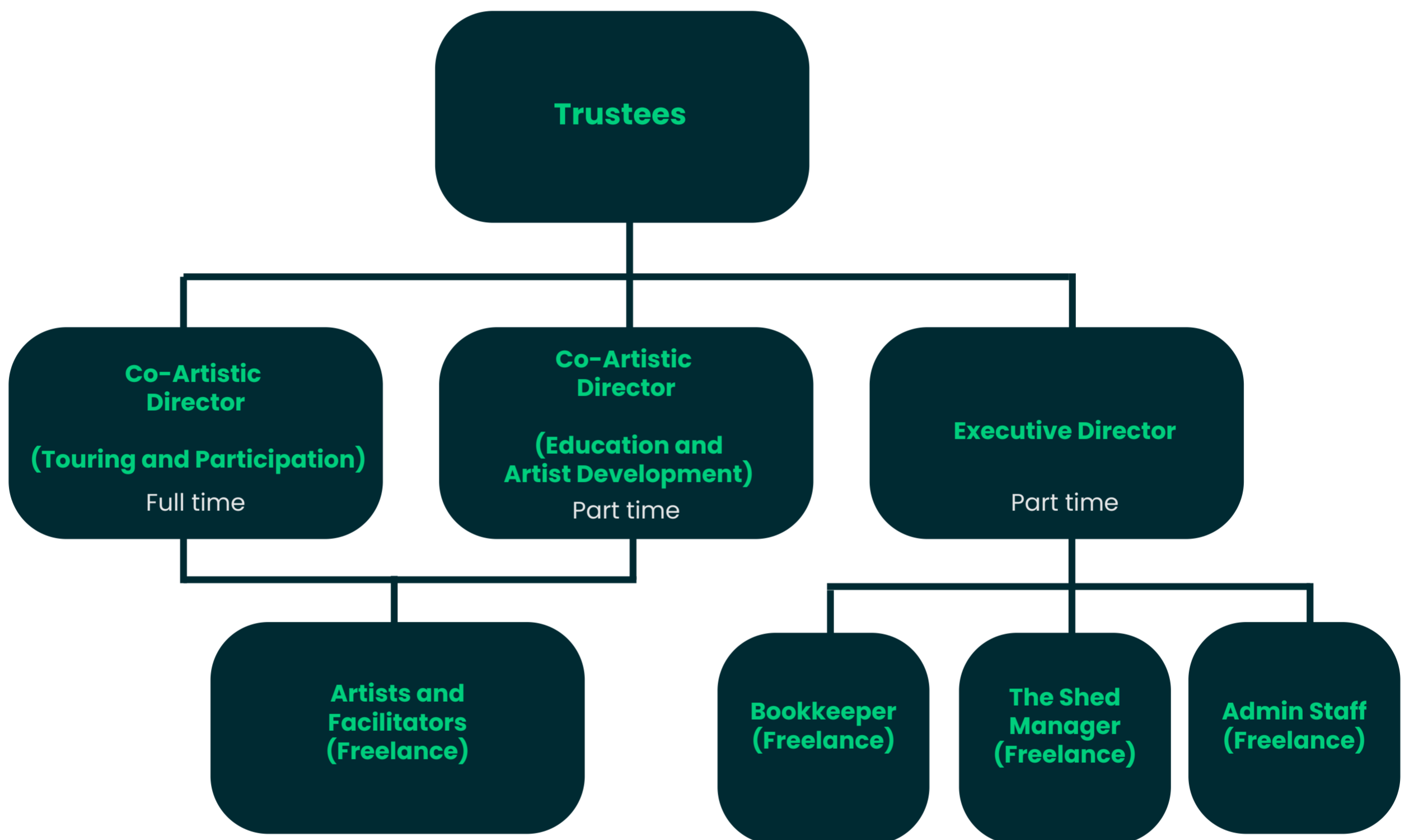
Forest Forge today

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 and will provide guidance to the incoming Chair who will be elected to the board in January 2025, and who will take up the position from April.

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

Forest Forge Theatre Company Staffing Structure (from April 2025)



Being a Trustee

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.

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 75% 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.

We are looking for trustees with professional expertise and experience in a range of areas including:



Charity Fundraising



Equality, Diversity and Inclusion



Marketing and Communications



Operational, building management and environmental sustainability

We are also interested to hear from anyone with other specialisms, who are excited about supporting Forest Forge.

Commitment

We ask our Trustees to be willing and able to commit around 1 day per month to their duties. This includes attending meetings 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.

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](#)

We want to hear from people who are the best fit for our organisation. As such, there is no formal deadline for these roles. Instead, we will review applications and meet with potential trustees on an ongoing basis. This approach will be reviewed in 2025, depending on our success.

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

