

## **Legal Trustee wanted for Little Green Pig**

### **Who we are**

Little Green Pig is a writing and mentoring charity for children and young people from under-resourced communities in Brighton and Hove and across Sussex.

We believe that everyone, whatever their background, has a right to write and needs a space to create. We believe something special happens when you pick up a pen; we believe that writing grows self-confidence and communication, develops empathy, and builds healthy communities. We serve all young people, but we focus our resources on those from Brighton and East Sussex's most deprived communities, both in and out of schools, ensuring that children from all backgrounds have a chance to express themselves creatively, tell their stories and expand their horizons.

As well as publications written by young people from travel guides to poetry anthologies, we have created radio shows, soap operas, comic books, a crime drama and our new podcast. We have run 4 innovative immersive residencies in local primary schools and since 2019 we have expanded into East and West Sussex, starting to develop hubs in both Eastbourne and Worthing.

We have four staff – about to become five - supported by freelance artists and workshop leaders, over 50 volunteers, and a strong team of Ambassadors. As a Registered Charity, all decisions are overseen by our Board of Trustees – they set the direction, and help plan, monitor and evaluate the work. Alongside our Board, we have an active and engaged youth board ensuring that youth voices remain at the heart of the organisation and have just appointed two youth board graduates to the main Board as full Trustees. We have big ambitions and want people to help drive that.

### **What we are looking for**

Following the retirement of our current Trustee with legal expertise, we are looking to recruit a new legal mind to join our lively, engaged Board. You will have professional legal experience; you are not expected to offer legal advice, but we would value your attention to detail and an ability to analyse proposals and examine their consequences. If you are new to the charity sector, we would hope you would be willing to familiarise yourself with the legislation governing charities. Our current legal trustee fulfils the duties of Company Secretary and also manages our Risk Register, and we would hope for that to continue. Any experience of contract or employment law would be an added bonus. The retiring legal trustee will be around for a full induction and to help with any ongoing queries.

You will have a passion for young people's creativity. You will like working as part of a team and enjoy making things happen. You will be a clear thinker, an active listener, a good communicator, and are not afraid to speak your mind. You are responsible and committed and have the time to give. We will support your learning and offer support and training where needed.

We celebrate equity, diversity and inclusion, and actively encourage applications from people who bring backgrounds, experience and perspectives that are underrepresented in the arts and charity sectors. We are particularly keen to hear from people of African, Caribbean, Asian and global majority heritage, disabled people, and those who have experienced socio-economic disadvantage.

We hold in-person Board meetings once a quarter in central Brighton, on a Thursday evening, and we organise an annual away day. Trustees often have actions to work on between meetings. We also hold launch events and would expect you to attend at least one of these a year.

### **Trustee – Job Description**

The main tasks, duties and responsibilities of Trustees are:

Giving direction to the organisation:

- strategic policy making
- planning and prioritising
- monitoring and evaluating
- ensuring that the work Little Green Pig does fits within our charitable objects and our mission statement.

Resource management:

- taking a financial overview
- ensuring we use money for what we're meant to
- ensuring the organisation's finances are responsibly managed
- actively supporting the fundraising activities of the charity.

Managing people:

- being a good employer
- having proper policies and procedures
- working within employment law.

Accountability:

- being able to account for the activities to anybody, group or individual.

Legal:

- ensuring the organisation abides by its constitution and obeys the law.

You will:

- be a clear thinker, an active listener, and a good communicator
- enjoy working with a team, supporting staff, and rising to new challenges
- attend four Board Meetings a year, held on weekday evenings in central Brighton, and also an annual 'away-day' to consider broader issues in more depth
- take on tasks between meetings as agreed, and be available to give advice to staff or fellow Board members on an ad hoc basis
- attend at least one event a year, such as a launch event, performance, or workshop

- support Little Green Pig fundraising, for example through individual fundraising, introducing or meeting with potential donors, or attending and helping at fundraising events
- have a commitment to the aims, values and work of Little Green Pig.

Opportunities are provided to visit work in progress. You will be able to claim for reasonable travel and childcare expenses.

The position of Trustee is purely voluntary; in return for your time and expertise, we offer you the experience of being part of an exciting model for creative learning and development. You will be contributing to a successful creative and fun organisation which is part of an international network, and through that will have a chance to make a real difference to the lives of young people in Brighton and Hove and Sussex, helping them write a better future.