



TREASURER RECRUITMENT ADVERT

[Hijinx](#), a not-for-profit professional theatre company, casts learning disabled actors in award-winning productions which tour the world.

We have a network of 60+ trained actors around Wales who have learning and developmental disabilities including Down's Syndrome, Autism and Asperger's Syndrome.

The Board of Trustees for Hijinx is looking to a treasurer to support and champion the company as it continues to grow and challenge, providing expertise and advice to steer the charity's strategy and oversee its management and governance.

We are looking for an experienced individual who is excited by our mission to pioneer, produce and promote opportunities for neurodivergent actors and share our values of integrity, ambition, equity and excellence.

Hijinx is committed to ensuring an equitable working environment. We actively seek board members to reflect a multitude of experiences and backgrounds. We particularly encourage applications from people who are ethnically and culturally diverse, and who experience racism in our society, people from the LGBTQ+ community, and people with a disability.

For further information please contact sarah.horner@hijinx.org.uk

Dear Applicant

Treasurer Recruitment

Thank you for expressing an interest in joining the Hijinx Board of Trustees as Treasurer.

Hijinx, a not-for-profit professional theatre company, casts learning disabled actors in award-winning productions which tour the world. We have a network of 60+ trained actors around Wales who have learning and developmental disabilities including Down's Syndrome, Autism and Asperger's Syndrome.

As a registered charity, Hijinx is governed by a Board of Trustees who collectively provide expertise and advice to steer the charity's strategy and oversee its management and governance. We are now looking to recruit up to four new trustees to support and champion the company as it continues to grow and challenge.

We are looking for experienced individuals who are excited by our mission to pioneer, produce and promote opportunities for neurodivergent actors and share our values of integrity, ambition, equity and excellence.

Hijinx is committed to ensuring an equitable working environment. We actively seek board members to reflect a multitude of experiences and backgrounds. We particularly encourage applications from people who are ethnically and culturally diverse, and who experience racism in our society, people from the LGBTQ+ community, and people with a disability.

Contained in this pack is further information about the role of Treasurer.

If you would like to have an informal discussion about this opportunity please contact sarah.horner@hijinx.org.uk

Should you wish to apply please email your CV and a statement of interest to sarah.horner@hijinx.org.uk no later than 5pm, Thursday 14 January. Informal interviews will commence in early 2021.

Yours sincerely



Sarah Horner

Chief Executive

Background Information

Hijinx, a not-for-profit professional theatre company, casts learning disabled actors in award-winning productions which tour the world. We have a network of 60+ trained actors around Wales who have learning and developmental disabilities including Down's Syndrome, Autism and Asperger's Syndrome.

Hijinx has its headquarters at the Wales Millennium Centre in Cardiff Bay, but operates across Wales- with hubs in Prestatyn, Carmarthen, Aberystwyth and Cardiff. Hijinx tackles the complex problem of integrating people with learning disabilities into the workplace and society. It does this by identifying and training talented young adults with autism and learning disabilities to become professional actors.

Following the successes of the past two years - the award-winning show *Meet Fred*, which has toured to China, America and around Europe, and the launch of www.hijinxactors.co.uk, the UK's largest casting platform dedicated to neurodiverse actors - we are at an exciting point in the company's journey. The next phase includes the continuing development of our film programme, promoting our actors to the wider arts and entertainment industry, and generating additional income that will ensure we are as resilient as we can be. Alongside this we will continue to create provocative and unique theatre which wins awards and acclaim from across the UK, Europe and internationally.

Governance

Hijinx is a registered charity (1078358) and a company limited by guarantee (2161783). The registered office is Hijinx Theatre, Wales Millennium Centre, Cardiff CF10 5AL.

Hijinx's trustees work together as a Board. The Hijinx Board meets 6 times a year together with an Annual General Meeting. Trustees are appointed on yearly rolling basis subject to annual election. Trustees are unpaid and will be expected to attend Board meetings whenever possible and provide support and guidance to Hijinx and its staff when necessary. This may include participation in board sub-committees and to represent Hijinx if requested.

Current Board members include:

- James Downes – Chair
- Deb Bowen-Rees
- Richard Miles Thorne
- Mike Clark
- Delyth Isaac
- John Prior Morris
- Rhiannon Hughes
- Tom Curteis
- Rachel Adams
- Nia Morgan
- Selma Dimitrijevic
- Edward Talfan

Treasurer - Role Description

In addition to the wider responsibilities as a trustee, as listed below, the treasurer is a trustee with a specific role on the board.

The treasurer is elected or appointed to this role as set out in the charity's governing document.

The treasurer can only take on specific duties if they have been authorised to do so by the Board.

The treasurer helps trustees carry out their financial responsibilities. This will include:

- Presenting financial reports to the board in a format that helps the board understand the charity's financial position
- Advising the board on how to carry out its financial responsibilities
- Liaising with the Chief Executive
- Overseeing the preparation and scrutiny of annual accounts
- Ensuring that proper accounting records are kept, and financial resources are properly invested and economically spent
- Chairing any finance sub-groups and reporting back to the Board

We're looking for someone financially trained (ideally a chartered accountant), ambitious and forward-thinking to help us to grow and improve our financial resilience and long-term stability.

Potential applicants would need to demonstrate a commitment to the organisation and its aims, mission and values and a willingness to devote the necessary time and effort – we anticipate this will be approximately 2-4 hours per month.

Trustee - Role Description

Potential Trustees should be committed to challenging perceptions about disability and be committed to working in an inclusive environment.

Skills and Commitment required:

- Commitment and motivation for the vision, mission and values of Hijinx
- A strategic understanding of the context in which Hijinx operates
- Good communication skills and an ability to be an effective team player
- Analytical and strategic thinking linked to effective business planning - we want our Trustees to question, be inquisitive and be a critical friend.
- Able to commit the necessary time to the role – including six board meetings per year along with an AGM, participation in task and finish groups, and a willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Although not essential, the ability to speak or understand the Welsh language.
- Applicants should be over 18 and not be disqualified from standing as Trustees under the Charities Act.

Responsibilities:

- Develop the company's strategic direction, in conjunction with the Chief Executive and team
- Ensure Hijinx complies with its constitution, governing document and all relevant legislation.
- Act responsibly, reasonably and appropriately as a Trustee in undertaking due prudence.
- Take all necessary steps in association with your fellow Trustees to ensure good governance and management of Hijinx.
- Protect and develop the reputation of Hijinx and act as an ambassador for the organisation
- Maintain proper fiscal overview, including budgets, management accounts and business plans.
- Avoid potential or actual conflict of interest between the charity and personnel or business interests.
- Take responsibility along with the Chief Executive to ensure the highest possible standards of performance and professionalism is always maintained. Ensure quality continues to be ingrained within the culture of Hijinx in everything it does,
- To be analytical and challenging in ensuring the highest possible outcomes are achieved in every aspect of Hijinx.
- Oversee employment procedures, selecting and supporting the Chief Executive and wider team.

