

farnham maltings



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trustee recruitment pack

Jobs and Opportunities

dear applicant

a letter from our Chair

thank you for your enquiry

farnham maltings has operated as an arts and cultural centre for Farnham since the early 70's. We have a core of successful activities for all ages – a music and theatre programme, a flourishing programme of comedy, workshops, craft festivals, monthly markets, and a film programme. We have a flexible Great Hall which can be set as a 240 or 400 seated performance space or 500 standing. We also have a 100 seat studio and range of other spaces used for small concerts, intimate performances, meetings and events, along with a successful and popular bar and catering offering. For the past ten years we have also cared for the Museum of Farnham.

We are committed to bringing artists, makers and communities together to improve the quality of people's lives. We enable artists to connect with communities on projects across the South East and support over 180 venues through the house South East Theatre Network. We also run caravan, a programme which supports independent theatre companies in England to internationalise their work.

There are a host of community users of the building, such as University of the 3rd Age, the University of Creative Arts, Stopgap and a range of voluntary groups. Over 400,000 people use the building each year.

Trustees are a key feature of our governance. We have a diverse board with complementary talents. The current recruitment is focussed on satisfying our requirements for quite specific skills.

Hopefully, the role description will give you a good sense of the role, and this recruitment pack will answer your questions about what it's like to be involved with the Maltings. That said, we are a flexible organisation keen to ensure that trustees have the opportunity to shape the ways in which we operate. It is worth emphasising that we are both a successful business and charity and we employ upwards of 70 people.

If you would like an informal conversation about the post please let me know.

Good luck!

Michael Maher

Chair of the Trustees



general information

what we do, our location & our venue

about farnham maltings

farnham maltings is a cultural organisation based in surrey with a regional, national and international reach.

We make our own theatre, mostly for smaller communities, as well as producing and investing in a cohort of the region's leading theatre companies.

Our ambition in leading the house network of 180 arts centres and theatres is to ensure that the southeast of England thrives as a set of creative communities.

Through caravan Farnham Maltings present the best theatre being made in England to an international audience with the ambition to develop reciprocity and exchange between artists and producers across the world.

As an organisation, Farnham Maltings is curious about how to encourage generosity, build on Farnham's reputation for crafts and meet the challenges facing towns across our region.



a home for craft

From its roots as a medieval market town, Farnham has a long history of supporting craft and makers. In 2020, Farnham was awarded **World Craft Town** status by the World Craft Council in recognition of the town's ongoing celebration and promotion of craft. In addition to the Maltings, craft is proudly on display in Farnham at the New Ashgate Gallery, the Craft Study Centre and UCA Farnham.

the location & venue

Just an hour outside of London, on the Surrey/Hampshire border, Farnham is a thriving market town known for its Georgian streets, historic buildings and craft heritage.

Farnham Maltings sits at the heart of the town and its cultural offerings. It's a short two-minute walk from the town centre with plenty of public car parks and the rail station only five minutes away. Regular trains run between Farnham and London Waterloo.



being a trustee for farnham maltings

As a Company Limited by Guarantee and a registered charity, Trustees have duties under both company and charity law. The Board is the governing body of Farnham Maltings Association and is responsible for the governance and the strategic direction of the company in pursuance of its charitable objectives.

The Charity Commission describes Trustees' main legal responsibilities as to:

- Ensure that the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests and act with reasonable care and skill
- Manage the charity's resources responsibly
- Ensure that the charity is accountable

The Farnham Maltings Association Board of Trustees is a friendly, welcoming and collaborative group who act as critical friends to the organisation. They share expertise and engage in creative dialogue whilst fulfilling their critical governance responsibilities. It is hugely important that trustees are familiar with all aspects of our work, both in the building and outside, throughout the community, across the south east as well as internationally. Trustees are encouraged to attend as many events and projects as possible.

All Trustees share responsibility for the decisions and actions of the Board. The Board is a collective body, and its members are legally obliged to act in the best interests of Farnham Maltings Association Charity.

Additionally, as part of the Board, individual Trustees have the following duties and responsibilities:

- To ensure that Farnham Maltings Association complies with the Memorandum and Articles and legislative and regulatory requirements
- To ensure that Farnham Maltings Association pursues its objects and that it applies its resources, and exercises its powers, exclusively in pursuit of those objects
- To exercise a high standard of skill and care, having regard to any specific knowledge and expertise, in managing the affairs of the company
- To focus on the strategic role of the Board and help ensure that the Board fulfils its role of determining the strategic direction and development of Farnham Maltings through good governance and strategic planning
- To bring personal capabilities, expertise and time to help take forward the operation and development of Farnham Maltings activities

- To always act in the best interests of Farnham Maltings and not on behalf of any funding body, constituency or interest group, or for personal interest, and to declare any potential conflicts of interest and take appropriate action
- To undertake any tasks specifically delegated by the Board and to report back to the Board on any such action taken on its behalf
- To be further involved in the governance of Farnham Maltings by participating in Board sub committees as appropriate
- To act as an ambassador for Farnham Maltings and safeguard its good name and interests



terms & expectations

Board meetings are normally held four times per year plus two half-day “away days” and the annual AGM.

Trustees are expected to actively contribute to the work of the Board and to ensure that an effective contribution is made at Board meetings. For this reason, Board Directors are expected to prepare (e.g. read papers) and attend all meetings and key dates throughout the year.

Trustees are appointed for an initial term of three years and may be reappointed for a further period of three years.

Trustee roles are voluntary and are not paid, although reasonable out-of-pocket expenses can be reimbursed.

In addition to their collective responsibilities as a Board of Trustees, individual board members provide occasional specialist expertise to the organisation where relevant and appropriate and are chairs and members of Farnham Maltings’ sub committees.

In addition to their collective responsibilities as a Board of Trustees all trustees are encouraged to attend events, productions, projects and other key stakeholder occasions.

The working structures and practices of the Board of Trustees are regularly considered to ensure all Trustees feel fully informed and equipped to carry out their governance responsibilities.



how to apply

To apply, please send a CV and covering letter, (no longer than two pages) outlining your experience and interest in joining the Board.

Applications should be sent to **chair@farnhammaltings.com**. The deadline for applications is **Fri 04 April 2025**. Please also complete and return our Equal Opportunities Form.

Thank you for your interest in Farnham Maltings and we look forward to receiving your application.

contact us

for trustee related queries:

Chair, Michael Maher

chair@farnhammaltings.com

Farnham Maltings farnhammaltings.com

Farnham Maltings, Bridge Square, Farnham, Surrey, GU9 7QR

what our staff say

"Working at Farnham Maltings is like joining one big, very talented family. Whether you're on day one or you've worked here for three decades, staff are incredibly well looked-after and afforded opportunities to grow as professionals. The atmosphere here is one of kindness and creativity, where staff care deeply about their projects and the impact they have on our communities."

"I love the various staff events Farnham Maltings offers: Christmas wreath making, a massage, the curry and quiz night, etc. It really makes you feel appreciated and is a chance to let your hair down and have fun with the rest of the team."

Charity No: 305034

Registered in England No: 954753

VAT Registration No: 293 6758 08



caravan