



Portsmouth  
Creates

# CHAIR RECRUITMENT PACK

NOVEMBER 2023



## **ABOUT PORTSMOUTH CREATES:**

Portsmouth Creates is a Community Interest Company, operating in the heart of Portsmouth. Our strategic objective is to support the growth of our creative and cultural sector across the city. We connect, support and advocate for Portsmouth's creative community. Nurturing our talent and building our pipeline through creating pathways across the sector. As we enter the next chapter of our delivery, we are looking for a passionate, strategic and experienced leader to connect and drive forward our vision and values as Chair of our Board.

## **OUR MISSION STATEMENT:**

We create opportunities through and for creativity. We know that access to creativity and culture empowers and enriches all lives. Through enabling a creative Portsmouth, we will contribute to the development of a vibrant, inclusive place with a strong sense of identity, ambition, heritage, and pride.

Collaboration and co-creation are at the heart of our work. We work across a range of partnerships with multiple approaches to developing Portsmouth's creative growth.



## **OUR VALUES:**

### **Creativity**

Creativity is our thing! We are passionate about enabling and developing creative thinking and practice. Creativity enables new opportunities, partnerships, connections and innovation. We believe creativity is an infectious energy that supports development and wellbeing.

### **Equability and Inclusion**

People are at the heart of what we do. We work to create access, opportunity and a fair, level playing field for everyone. We are committed to an inclusive work culture where everyone who works with or for us is treated with respect and integrity. We advocate for our partners and those we collaborate with to share this value and work to address inequality, increase access and engagement across our city and beyond.

### **Positivity**

Through action, caring, joy and generosity of spirit we work to positively contribute to Portsmouth's sense of place. Making a difference and championing our creatives, communities, and city along the way.

### **Trust and respect**

Through being our authentic selves, having clarity about what we do and why, being approachable, actively listening, supporting and working to making a difference we aim to build solid relationships and collaborations built on trust and respect.

## **PORTSMOUTH CHAIR ROLE:**

This is a voluntary and unremunerated position. The Chair will hold the role of Patron and Brand Ambassador for the organisation, helping to raise brand profile, locally, nationally and where strategically relevant internationally. They will be responsible for building key relationships and diversifying the networks of Portsmouth Creates, elevating the organisations profile across the creative and cultural sector. Working with the Vice Chair and CEO they will ensure that the board focuses on strategy whilst supporting the operational delivery of the executive and consultants, to ensure that projects are completed on time, on budget and with satisfactory outcomes. The Chair will act as the spokesperson and figurehead as appropriate, supporting and mentoring the CEO to build capacity and profile. The initial term is of 3 years, with possibility for further extension.

## **CHAIR DUTIES:**

- Representing the organisation at industry events, meetings, and acting as a spokesperson as appropriate
- Building relationships and facilitating introductions with key industry stakeholders
- Providing leadership to the organisation and the board by ensuring that the team remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings in partnership with the Vice Chair
- Supporting the development of board policy-making
- Bringing impartiality and objectivity to decision-making

### **With the Chief Executive Officer:**

- Raising the profile of the organisation, locally, nationally and internationally. Putting Portsmouth on the map
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Developing the board of trustees including induction, training, appraisal and succession planning

### **Where staff are employed:**

- Liaising with the Chief Executive ensure an overview of the organisation's affairs. Providing support, guidance and mentorship where appropriate
- The Vice Chair will act and support the delivery of the Chair and undertakes assignments at the request the Chair

## PERSON SPECIFICATION:

As we enter the next chapter of our delivery our Chair must have the following attributes and qualities:

- A proven strategic leader with a strong entrepreneurial spirit
- A substantial network and understanding of the creative and cultural sector
- Excellent stakeholder and advocacy skills
- Believes that creativity, arts, culture and heritage are a critical part of Portsmouth's infrastructure delivering important social and economic impacts and benefits
- Has a direct connection and or passion for Portsmouth
- Experience of committee and or board work
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

We welcome and actively encourage applications from people of all backgrounds and experience. We are committed to equity, diversity and inclusion, which is reflected in our mission to be open to communities, places and creativity. Portsmouth Creates aims to foster a diverse and inclusive environment so that all in our community can reach their potential.



[portsmouthcreates.co.uk](https://portsmouthcreates.co.uk)



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