

**vincent
dance
theatre**



**VDT TRUSTEE
APPLICATION PACK**

2026/2027



WELCOME

Thank you for your interest in becoming a Trustee for Vincent Dance Theatre (VDT).

We are looking for enthusiastic Trustees to join our Board to support the strategic direction and governance of the charity.

Vincent Dance Theatre creates bold, socially engaged dance theatre led by Artistic Director Charlotte Vincent, in collaboration with VDT's Artistic Associates and communities whose stories and perspectives are too often unheard. Through trauma-informed and place-based creative practice, we challenge how dance theatre is made and who it is made for.

VDT is based in Moulsecoomb, Brighton and is an Arts Council England National Portfolio Organisation (NPO).

VDT's work is politically charged and often aims to raise awareness around issues concerning social justice, equality, VAWG and exploring the complex tension between 'professional' and 'community' practice.

VDT delivers a wide range of participation work in formal and informal education and community settings, engaging a diverse range of people locally, regionally and across the UK. Our work is **inclusive** and **trauma informed**, with safeguarding embedded in everything we do. VDT is particularly committed to working with **young people** and **women at risk**.

Once produced, VDT's work on film is applied in health and wellbeing, social care, family intervention, academic and education contexts.

VDT contributes to sector development through Mentoring, advocating for parents in performing arts and delivering Dialogue and Debate events.

We think it's a great time to join our Board as you will be a part of shaping ambitious plans for the future.

We need Trustees able to robustly scrutinise our budgets, the delivery of our mission, our business model and how we meet our Funding Agreements, and any new Trustee would be supported to do this. We think it's an opportunity to make a real difference.

We believe that having a more diverse range of voices and lived experience around the table will help us develop these plans and a more robust business model.

Could this be you? If so, read on to find out more.

Dr Charlotte Vincent - Artistic Director / CEO



OUR VISION

Dance theatre that actively interrogates who we are and how we live, is a platform for people whose voices might not otherwise be heard, and a space to promote equality of opportunity and social change.

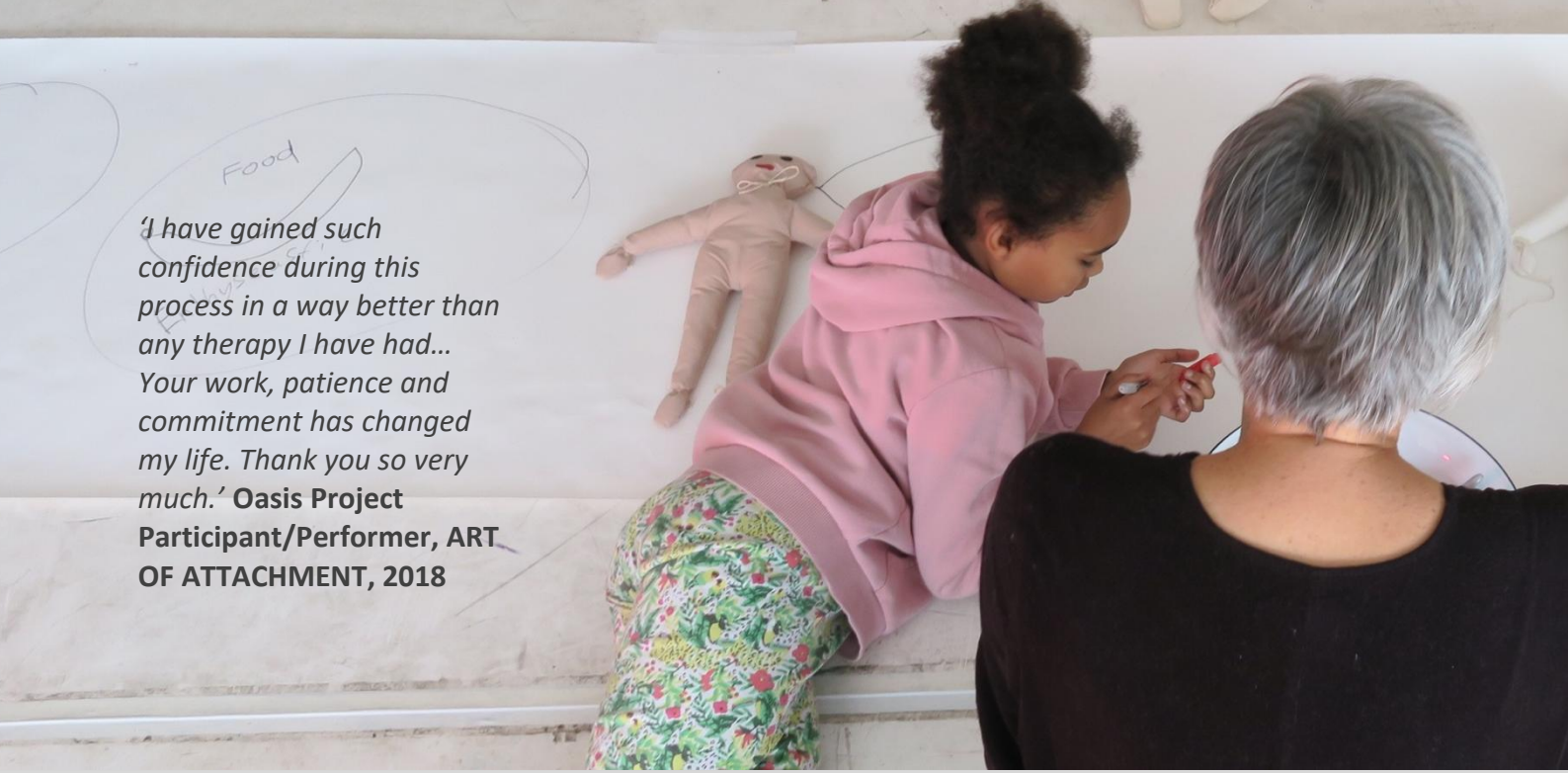
OUR MISSION

We produce and distribute collaborative, socially engaged dance theatre work on stage, on film and across online platforms. We create opportunities for people whose voices are usually less well heard. We move people to think differently.

INCLUSION & DIVERSITY

We believe greater diversity and a wider range of views and ideas within our Board is vital to making our work stronger, more relevant and more inclusive and we welcome applications from people that bring difference.

We particularly welcome applications from people of the Global Majority, young people (aged 16-25), people with disabilities (including 'invisible' disabilities or neurodiversity such as autism and dyslexia), people with lived experience (we work closely with care experienced young people and women at risk), and those from lower socioeconomic backgrounds, as these groups remain underrepresented in our sector.



'I have gained such confidence during this process in a way better than any therapy I have had... Your work, patience and commitment has changed my life. Thank you so very much.' Oasis Project
Participant/Performer, ART OF ATTACHMENT, 2018

THE 7 MAIN DUTIES OF TRUSTEES

1. Using your specific skills

Each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise.

2. Ensure your charity is carrying out its purposes for the public benefit

You and your co-Trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

3. Comply with your Charity's governing document and the law

You and your co-Trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity
- take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to

4. Act in your Charity's best interests

You must:

- do what you and your co-Trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-Trustees, make balanced and adequately informed decisions, thinking about the long term as well as short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.



THE 7 MAIN DUTIES OF TRUSTEES (cont.)

5. Manage your Charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-Trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds
- put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise, you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty

6. Act with reasonable care, diligence & skill

As someone responsible for governing a charity, you and your co-Trustees:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings

7. Ensure your Charity is accountable

You and your co-Trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteer



OTHER USEFUL INFORMATION

Making decisions as a Trustee

Charity Trustees make decisions about their charity together, working as a team. Decisions don't usually need to be unanimous as long as the majority of Trustees agree. When you and your co-Trustees make decisions about your charity, you must:

- act within your powers
- act in good faith, and only in the interests of your charity
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances
- record how you made more significant decisions in case you need to review or explain them in the future

Click [HERE](#) to read government guidance on 'The Essential Trustee'

Eligibility and Liabilities

The Charities Act 1993 defines charity Trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. For VDT the charity Trustees are the Board of Directors known as the Board of Trustees. To be a Trustee:

- You must be at least 16 years old
- You must be properly appointed following the procedures and any restrictions in the charity's governing document
- You must not act as a Trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification include:
 - being bankrupt or having an individual voluntary arrangement (IVA)
 - having an unspent conviction for certain offences (including any that involve dishonesty or deception)
 - being on the sex offenders' register

There are further restrictions for charities that work with children or adults at risk.



TIME COMMITMENTS & VDT'S TRUSTEES

Vincent Dance Theatre's Board Meetings

- Board Meetings are held 4 times a year
- Meetings are usually two and a half hours long
- Meetings are held in-person at Brighton at VDT's base twice a year and via Teams twice a year
- Meetings are set at times that work best for the current Board of Trustees (currently mornings but can be moved to afternoons if preferable)
- Meetings are attended by Trustees & Senior Staff
- Papers are sent out a week prior to each meeting

Annual General Meetings (AGM)

- AGMs are held once a year, usually in conjunction with a Board Meeting
- AGM Meetings usually last 30 minutes

Sub-Group Meetings

- In order for Trustees to have in-depth conversations on specific issues, VDT has Finance and HR sub-groups attended by Trustees with the best knowledge
- There are usually no more than four sub-group meetings a year
- Sub-group Meetings last for 1-2 hours

Away Days & Development Sessions

- Trustees are required to be involved in the development of VDT's Business Plans and to understand Arts Council England's Strategic Framework-monitoring VDT's implementation of its Outcomes.
- Away Days usually happen once a year and allow the Board to participate in workshops or bring in external facilitators to lead bespoke sessions to ensure Trustees are equipped for their role
- Some Trustees take on staff mentoring / buddying as appropriate
- New Trustees - particularly those new to being involved in a Board - can take part in induction sessions and/or Independent Theatre Council Board Training (paid for by VDT). They will also be buddied with a current Trustee.



HOW TO APPLY TO BE A TRUSTEE

Person Specification

Trustees must have:

- a commitment to the mission of VDT
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

We are keen to increase the number of locally based Trustees although this is not essential.

We particularly welcome applications from people of the Global Majority, young people (aged 16-25) people with disabilities (including 'invisible' disabilities or neurodiversity such as autism and dyslexia), people with lived experience and people from lower socioeconomic backgrounds, as these groups remain underrepresented in our sector.

How to Apply

Please read the '7 Main Duties of Trustees' and person specification, then complete this [equal opportunities monitoring form](#), along with a **CV and a short covering letter** which outlines why you want to be a Trustee and what experience and skills you have that would be useful.

Please address the covering letter to VDT Chair, Casey Scott-Songin and email via Sophie Parkin, Head of Operations and Business Development: admin@vincentdt.com

If you have any questions or would like to have an informal conversation about becoming a VDT Trustee, please email admin@vincentdt.com and we will contact you.

The deadline for applications is **5pm on Monday 26 October 2026**.

Vincent Dance Theatre is a company limited by guarantee, registered in England and Wales, registration number 4259502, registered office as above. Registered charity number 1091615. VAT registration number 772 6123 31.



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**ARTS COUNCIL
ENGLAND**

