We Are Recruiting



Trustee acting as Board Secretary

For more info or an informal chat:

Guleraana Mir (Vice Chair)

guleraana.mir@thehabbitfactory.org

www.thehabbitfactory.org

@thehabbitfactory

The Habbit Factory, C/O Queen's Theatre Hornchurch, Billet Ln, Hornchurch, Essex RM11 1QT

Application Pack for the role of Trustee acting as Board Secretary

Deadline for applications: Monday 30th November 2026

This pack contains the job description and person specification for the advertised position at The Habbit Factory. Please find enclosed:

- Company background
- Job Description and Person Specification
- Recruitment Policy

How to apply
To submit an expression of interest, please send a CV and separate covering letter (of no more than 2 pages) outlining the skills, knowledge and experience you would bring to the Board in relation to the role profile, and why you would like to serve as a trustee to Guleraana Mir (Vice Chair) on guleraana.mir@thehabbitfactory.org by November 30th.
You can request an informal conversation about the role prior to submitting an expression of interest by contacting us on the email address above.

Equal Opportunities
The Habbit Factory strives to be an Equal Opportunities employer and we actively encourage applications from people from all backgrounds and communities. We especially welcome applicants from backgrounds currently under-represented in the arts. At the bottom of this pack, we ask that you complete the 'Equal Opportunities form" separately, and email that to hello@thehabbitfactory.org. If you need this application pack in a different format, or would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments made to the recruitment and selection process, please contact us via email at hello@thehabbitfactory.org or via telephone on 07916 299857

Feedback
We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched the person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest.



We are an inclusive arts organisation in The London Borough of Havering. Welcoming all, and working with some of the most excluded and disadvantaged children, young people and adults in the area. Through a targeted network of partners, our work helps people who do not see themselves as artists or have access to any creative engagement or provision.

VISION

Is an inclusive world where everyone has access to the arts.

MISSION

We model inclusivity by welcoming individuals from all backgrounds, and ways of being in the world and by collaborating with our communities through long term engagement to create performances that entertain and challenge society.

VALUES

Adaptable, Visionary, Fun, Accepting

SLOGAN

“Where everyone has their moment in the spotlight”

Picture by Greg Viet Photography



"This is the first show I have seen at The Habbit Factory, I cried, I laughed... this is the future of theatre, it's local and it's inclusive." **Lucy Benjamin, The Habbit Factory Patron.**

The Habbit Factory is an inclusive arts organisation founded in 2004 situated in the London Borough of Havering and also working in Barking & Dagenham.

Our philosophy is centred around the belief that everyone, irrespective of their abilities or background, is welcomed. We collaborate with children and young people across multiple programmes to create performances that entertain and challenge stigma amongst the audience.

Our motto "where everyone can have their moment in the spotlight" aligns with our vision of an inclusive world, where theatre is accessible to all. Our approach of not conducting auditions to take part, reflects this ideology.

Our core charitable work is split across two programmes:

- Membership Programme: weekly after school inclusive creative and drama classes, targeted at CYP experiencing societal and financial disadvantage: 4-6yrs, 7-11yrs and 12-18yrs.
- Education & Outreach Programme: targeted programme of engagement with local schools, Charities and the Local Authority providing CPD training and addressing complex subjects e.g. mental health, disability, and antisocial behaviour.



About us

Our core charitable work is split across four programmes:

Membership Programme: weekly after school inclusive theatre classes, targeted at CYP experiencing societal and financial disadvantage: 4-6yrs, 7-11yrs and 12-18yrs. The Habbit Factory's Membership Programme provides opportunities for children, young people, and adult members to collaborate with our professional artistic staff and volunteer Blue Tees, fostering the development of essential transferable skills for the future.

On average, we offer free access for 68% of our members. We are committed to seeking out grants and funding opportunities to sustain this initiative moving forward.

Education & Outreach Programme: targeted programme of engagement with local schools, providing CPD training and addressing complex subjects e.g. mental health, disability, and antisocial behaviour.

We have conversation with headteachers and teachers who want an alternative way to teach pupils aiming at those who find it easier to work in a more practical way. This programme does not only benefit the individual, it benefits the educational establishments peer engagement, peer connectivity, inclusivity, acceptance, and equality.

Volunteer Programme: Volunteers enable THF to extend beyond its core team's limitations and bolster community engagement to address societal needs. Roles vary depending on the individual's skillset and availability.

Our in-workshop volunteers are known as the 'Blue Tees' and they buddy with anyone who needs extra support in our membership programme. In 2025/26, in workshop volunteers gave approximately 2300 hours. When multiplied by the London Living Wage (£12.71/hr), an estimated minimum monetary value of £29,233.

Artistic Programme: Creating and performing three productions a year to a total audience of around 2000 people. Each production uses themes to encourage the audience to think about the world.

Picture by Greg Viet Photography

Membership Programme



Our Membership Programme works across three age categories; Infants, Juniors and Seniors. This work takes place in four hubs across Havering. Currently, we have 155 Members who attend weekly working towards two large-scale performances made by/with/for members. Joining The Habbit Factory as a member is completely fee-free.

Workshops are designed to support members' emotional wellbeing. Our inclusive methodology is participant-centred, focusing on three development principles: attitude, behaviour, and skill/education.

Every member with an additional need is supported 1:1 with an adult 'buddy' which is mostly made up with volunteers. Our artistic team are highly trained and take the time to get to know each individual member's abilities and confidence levels and support them throughout workshops and rehearsals so they can enjoy the process, gain self-confidence and achieve their best.

Volunteers (known as the Blue Tees) work alongside our staff and play a vital role in delivering our Membership programme and services to the community.

"My Granddaughter is partial sighted, has hearing impairment and autism. The Habbit Factory don't treat her like she's got a disability and she doesn't stand out when she gets it wrong. Aimee smiles the whole time she's there; it has really boosted her confidence and her self-esteem. Thank you so much to all the gang for (in Aimee's words) making my life better."
Members Grandmother


Picture by Greg Viet Photography

Education & Outreach Programme

IIn 2011, as our work with young people became increasingly recognised and championed, we were approached by several schools to support pupils exhibiting challenging behaviour and struggling to control and regulate their emotions. This led to the development of our Education & Outreach Programme.

The programme is a dynamic initiative that brings the transformative power of the arts directly to schools, organisations, and the broader community. At THF, we believe in the impact of creative expression on personal growth, empowerment, and community building. This Programme is designed to extend the reach of our work beyond our Membership programme, fostering a love for the arts and promoting inclusivity in diverse settings.

Workshops are tailored to meet the unique needs and goals of each educational institution or organisation. Whether it's a one-time curriculum booster, an after-school club, or a long-term engagement, we collaborate with educators to create a customised project that aligns with learning objectives and encourages creative exploration.

We currently work regularly with 12 schools supporting pupils who are struggling to find their place in the world. We have recently secured a partnership with Barking & Dagenham Alternative Provisions to begin work with young people in those spaces. We have also secured a partnership with Havering Refugee team to support refugees within Havering throughout the year.

"The *Habbit factory has had a significant impact on our school community. They have supported us in developing an inclusive school with high expectations where all children's contributions are valued."*
Angie Winch, Drapers Brookside Headteacher



Volunteer Programme

THF's volunteer roles vary depending on the individual's skillset and availability. There are currently have 27 in session volunteers, 11 seasonal volunteers and a further 37 volunteers who have various associations within the charity including, backstage, front of house and committee support. We also have 9 trustees, including a Chair and Treasurer.

In-workshop volunteers are affectionately known as the Blue Tees. They play an indispensable role by dedicating their time, skills, and passion to support and amplify the work of the charity – in a typical year support in kind is around £50k.

Our backstage, front of house and committee support help us on and around productions days. Without support from these individuals our work would not be possible.

Recruitment
THF strategically partners with local and regional organisations like Havering Volunteer Centre, University of East London, Royal Central School of Speech and Drama, Queens Theatre Hornchurch, Barking and Dagenham College, Barking and Dagenham Council, New City College (Ardleigh Green), FIG (family information group) and Mind.

Volunteer Induction
THF's comprehensive volunteer induction process involves immersing volunteers in the core team's activities, workshops, and pairing them with experienced volunteers. THF conducts training sessions on its inclusive model and provides certified training through different organisations on safeguarding and paediatric first aid training, with the aim to increase engagement and retention. Each volunteer is assigned a buddy and receives training on our systems and processes, fostering a supportive environment with a central point of contact.

Volunteer Retention
THF's 80% year-on-year volunteer retention rate reflects our success in creating an inclusive environment fostering a sense of belonging and value for each volunteer. Recognising their contributions through our annual Volunteer Awards and team building events, fuels their commitment to the charity. THF's marketing channel shares insights, stories, and upcoming opportunities with volunteers. Introducing the Volunteer Awards where everyone receives a personalised award of recognition, acknowledges the distinctive achievements of our volunteers and reinforces our appreciation for their individual efforts.



Artistic Programme

Theatre is at the heart of everything we do. It is the tool we use to share how we perceive the world, using the voices of the community. We model an inclusive, co-creative method in crafting new productions. Each performance is conceived as a collective endeavour, with every individual in the production contributing as equally as possible to every phase. We produce three productions:

- **Summer Show**: A large-scale musical produced and performed by the children's company within our Membership Programme at Queens Theatre, Hornchurch. Each individual is involved in the creation of the story, characters, props, set, marketing and more. Reaching over 1000 audience members, the show brings together 160 children and young people, supported by around 50 adult's who volunteer their time to make it happen. The performance usually takes place over one weekend around June - July biennially.

- **Pantomime:** Following consultation with young people and families around the lack of affordable pantomime ticket options within the local area and the intrigue to see our team play lead role, we decided to trial our annual pantomime project in collaboration with the Myplace Centre, Harold Hill. For what started off as a small performance has since grown into a full-scale pantomime where our Blue Tees and staff take on lead roles, supported by the children's company. This community event offers affordable tickets and draws an audience, with 44% having no prior connections to the cast. The pantomime now serves as an opportunity to showcase our work and welcome new members of the community to all of our programmes



About the Role

The Habbit Factory is looking for a Trustee acting as Board Secretary to help us strengthen our governance as we continue to grow.

Working alongside the Chair and other Trustees, you will help make sure our Board meetings and decision-making are well-organised and properly recorded. This will include helping to prepare agendas and meeting papers, taking and maintaining clear minutes, keeping track of agreed actions and decisions, and helping ensure that important governance documents and records are kept up to date.

You will also play a pivotal role in ensuring that the charity complies with all applicable laws and regulatory frameworks, with a particular focus on Charity Law, contract compliance, and employment legislation. As we are currently an unincorporated charity and are actively reviewing our governance and future structure, this role offers an exciting opportunity to guide us through potential structural changes (such as incorporating into a Charitable Incorporated Organisation) and help build robust, legally compliant foundations for the next stage of THF's development.

You don't need to have been a charity secretary before, but we are looking for someone organised, thoughtful, and with a keen eye for compliance, who is willing to work collaboratively with the rest of the Board. A passion for the arts and/or inclusion is much appreciated.

Time Commitment

Minimum commitment of 5 trustee meetings per year, including the AGM. Meetings are mostly remote, except for the AGM which is usually an in-person requirement, although exceptions can be made. Trustees should allow additional time between meetings for reading papers, preparing for meetings, following up actions and carrying out governance responsibilities, equivalent to approximately one day per month overall. There may be additional time commitments at certain points in the year, particularly around the AGM or specific governance projects. Attendance at THF events in the London Boroughs of Havering and Barking & Dagenham is optional but encouraged.

Please note, this role is unpaid.

The Habbit Factory Recruitment Policy

Equal Opportunities

The Habbit Factory is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Flexible working

This position offers both remote and in-person work options, based on role requirements.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy..

Ex-Offenders

The Habbit Factory supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact us via email at leegiles@thehabbitfactory.org or via telephone on 07916299857 for further information about this post or our Recruitment Policy.