



Trustee recruitment pack

The Habbit Factory (THF) is an inclusive theatre company in the London Borough of Havering, and is seeking enthusiastic and committed individuals to join its Board of Trustees. As a Board Member, you will play a vital role in overseeing the strategic direction of THF, helping to deliver its vision of an inclusive world where everyone has access to the arts. Becoming a Trustee directly contributes to the empowerment and inclusion of some of the most disadvantaged and excluded individuals in our community, ensuring that everyone has their moment in the spotlight.

For more info or an informal chat:



Lee Giles, Artistic Director/CEO - 07916299857



Rob Lithgow, Chair, robert.lithgow@thehabbitfactory.org



www.thehabbitfactory.org



[@thehabbitfactory](https://www.instagram.com/thehabbitfactory)

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

Application Pack for the role of Trustee

Thank you for taking the time to read about how you can help The Habbit Factory.

Deadline for applications: Friday 28th June. Interviews will take place in early July. The successful candidates will start ASAP.

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

- Company Background
- Role Description and Person Specification
- Recruitment Policy

How to apply

To apply for the post please complete our application form, which can be found at <https://www.thehabbitfactory.org/jobsandopportunities>

Email to robert.lithgow@thehabbitfactory.org with the subject line Trustee Application.

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. 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 are committed to providing detailed feedback to all candidates. 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.



Role Description for a Trustee at THF

Reporting to: Chair of the board

After a period of organisational restructuring, as we embark on a three-year strategic plan to facilitate the charity's continued growth and broader reach, particularly accelerated since the pandemic, The Habbit Factory is seeking new trustees to continue to help shape the future vision for the organisation.

The ideal candidate will be passionate about inclusivity and empowerment within the community. They will possess a genuine enthusiasm for inclusive theatre and improving lives within our community. We welcome first time trustees who are eager to learn about charity governance.

Role Requirements:

We are particularly interested in candidates with expertise in Secretarial, Theatre, legal, HR, Charity Fundraising and/or marketing. However, we welcome applications from anyone passionate about the charity and who can add value to the Board.

Key Responsibilities:

- Ensure compliance with governing documents, company law, and relevant regulations
- Advocate for THF's vision, mission, and objectives
- Support the Artistic Director/CEO and employees in achieving organisational aims
- Represent THF at events, meetings, and functions
- Contribute to fundraising efforts directly and indirectly
- Participate in appointment panels for other Board members and senior staff
- Attend and contribute to committee meetings as required

Application Assistance:

For assistance, contact: hello@thehabbitfactory.org

Interview Support:

For interviews, we provide reimbursement for, BSL interpreters, and language interpreters, ensuring an inclusive process.


Board Structure:

Board Members are appointed for a maximum of two, three-year periods. The Board meets five times a year, with flexibility in meeting formats. Board members are encouraged to attend events and contribute to subcommittees.

Induction and Support:

Successful candidates will undergo a formal induction process, with bespoke support to meet individual needs, ensuring a successful and fulfilling tenure as a Board member.

Join us in shaping the future of The Habbit Factory and contribute to the difference we make in our community.



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"

About us



"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.**

Founded in 2004, The Habbit Factory's vision is for an inclusive world where everyone has equal access to the arts.

Working within the London Borough of Havering, our approach is built on the principles of inclusivity, which welcomes **everyone**. As the only organisation that supports disability arts in the borough and through a targeted network of partners; we are able to connect with individuals who often get overlooked within the community.

We believe art has the power to effect change. Evidence continues to suggest that the creative arts is one of the most powerful tools to bring people together, breaking down social and cultural barriers, whilst helping the most vulnerable to lead a fulfilling and dignified life.

Through programmes and activities facilitating education, theatre, participation, and professional training, The Habbit Factory breaks down barriers to inclusion and transforms wellbeing.

The Habbit Factory works with children and young people from ages three and above and adults of all ages. Our inclusive ethos means we welcome people from diverse backgrounds, and our community is made up of people from across all of society, including those experiencing social exclusion in mainstream environments for whom we provide additional support. These potential barriers to participation include: socio economic disadvantages, learning disabilities and physical disabilities; illness and long-term medical conditions; sensory impairments; abuse and neglect; behavioural difficulties; mental health issues; being in the care system; and having caring responsibilities.

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

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: 3-6yrs, 7-11yrs and 12-17yrs, 18+. 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.

We offer free access too all Members. On average, we offer free access for 48% of our members. We are committed to seeking out grants and funding opportunities to sustain this 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 2022/23, in workshop volunteers gave approximately 3990 hours. When multiplied by the London Living Wage (£11.95/hr), an estimated minimum monetary value of £47,500.

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.



Membership Programme

Our Membership Programme works across four age categories; Infants, Juniors, Seniors and Adults. This work takes place in four hubs across Havering. Currently, we have 170 Members who attend weekly working towards one large-scale performance made by/with/for members. Joining The Habbit Factory as a member is completely fee-free.

Workshops are designed to support members' emotional resilience. 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'. 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**



Education & Outreach Programme

In 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 3 schools supporting pupils who are struggling to find their place in the world. We have recently secured a partnership with Havering Alternative Provisions to begin a piece of work in schools to help improve attendance. We have also secured a partnership with Havering Refugee team to support refugees in the borough.

2023 Key Stats

- 224 workshops delivered
- 4320 children, young people and adults engaged
- 180 children & young people engaged weekly

"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 27 in-session volunteers, 11 seasonal volunteers and 9 volunteers who have various associations within the charity including, backstage, front of house and committee support. We also have 5 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 annually.
- **Adult Company Show:** The adult company performs their show at the Myplace Centre every 18 months. The performance itself is a one one-act musical. Each member contributes to developing the story, characters, props, set, marketing and more. After the show, the audience is invited to a party within theatre. The production is performed to around 100 people mostly made up of family and friends of the cast
- **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



Role Description for a secretary at THF

Reporting to: Chair of the board

Role of Secretary Key Responsibilities

- General administration and compliance.
- Arranging and preparing for Trustee meetings.
- Taking meeting minutes and monitoring actions.

On a periodic basis, this would normally include:

- Liaising with the Chair and CEO to plan, arrange and produce agendas and supporting papers for trustee meetings, the drafting of meeting minutes, and the monitoring agreed actions.
- To act as the Charity Secretary, ensuring that charity law and regulatory requirements of reporting and public accountability are complied with.
- Acting as the custodian of the governing document, and in liaison with trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out therein.
- To act as the holder of statutory registers and books as well as other legal and important documents, such as insurance policies.

General Trustee Key Responsibilities:

- Ensure compliance with governing documents, company law, and relevant regulations
- Advocate for THF's vision, mission, and objectives
- Support the Artistic Director/CEO and employees in achieving organisational aims
- Represent THF at events, meetings, and functions
- Contribute to fundraising efforts directly and indirectly
- Participate in appointment panels for other Board members and senior staff
- Attend and contribute to committee meetings as required

Skills & Experience

- Professional experience in a role that involved the organisation of Board meetings.
- Strong organisational and planning skills.
- Can easily work with others from different backgrounds and listens well, is impartial - and objective.
- Has knowledge of the legal and regulatory principles that charities must comply with, or the desire to learn these quickly, with the support of the rest of the Board.
- Previous secretariat and/or legal experience is desirable, but not essential.