

# **Cove Park Chair of Trustees Recruitment Information Pack**

**Application Deadline: Monday 12 November 2018 at 4pm**



**Cove Park  
Peaton Hill  
Argyll and Bute, G84 0PE  
01436 850500  
[www.covepark.org](http://www.covepark.org)**

## **Background**

Cove Park is an international residency centre and resource dedicated to artistic excellence and the professional development of individuals and groups working within the arts and creative industries.

Cove Park occupies a breath-taking rural location on the Rosneath peninsula on the edge of Argyll and Bute, on Scotland's west coast. Our fifty-acre site is on partially managed woodland, with ponds, grazing sheep and several highland cattle. There are nine shipping containers that have been converted into studios and accommodation units and two oak-framed 'pods'. In July 2016 Cove Park opened its new Artists Centre with spaces designed for classes, rehearsals, workshops and events, a dining area doubling as a workspace, offices for administration, a library, and areas of essential services. Our capacity has grown to twelve units of en-suite accommodation, five studios and a workshop.

Founded in 1999 by Peter and Eileen Jacobs, Cove Park is one of Creative Scotland's portfolio of Regularly Funded Organisations. We also secure funding from trusts and foundations and individual donors.

Our mission is to be a centre of excellence that is at the forefront of making new and adventurous work for the arts in Scotland and beyond. We do this by curating interdisciplinary programmes, for both individuals and collaborating groups, offering time, space and freedom to make new work and to find new ways of working in a mutually supportive environment. It is important to us that we encourage not only new work but also new ways of working. This is achieved most fully by engaging with and supporting a diverse community of artists. Some residencies are self-funded but most offer a fee and accommodation and for which selection is either by application or invitation.

Community engagement has always informed Cove Park's work. In recent years we have developed a year-round, cross artform programme, Hands-On Cove Park, which has access and inclusion as core principles. This programme is currently supported by the Paul Hamlyn Foundation and the Robertson Trust and focuses upon children, young people and adults aged 50+.

Cove Park is managed by seven core staff, most of whom work part-time [this equates to 4 FTE]. We also employ former residents as tutors for the Hands-On Cove Park programme and have a small number of volunteers. The staff team is supported by a Board of Trustees with a diverse range of skills, experience and networks.

Cove Park will turn twenty in 2020 and much has been achieved during that time. We may be small but we are ambitious and well-respected with a clear purpose. We are looking to the future with optimism and encourage you to visit our website to read our current news at [www.covepark.org](http://www.covepark.org)

## **The Role of Chair**

Cove Park's current Chair, Seona Reid, is moving on following a significant period of development and innovation during which the new Artist Centre has been successfully completed, a new business model adopted including self-funded residencies and a significant award secured from the Monument Trust to establish a restricted endowment for the maintenance and systematic refurbishment of the accommodation, studio spaces and site.

The existing Board consists of eight trustees, some have joined within the last couple of years, others such as the founders Eileen and Peter Jacobs, have worked with Cove Park for many years. The Board is stable and meets four times per annum with, usually, one "away day" focussing on a particular issue or task. There is a Finance Sub Committee which meets prior to each Board and a series of time-limited project groups [e.g. brand development]. Cove Park Enterprises functions as a trading subsidiary of Cove Park. It is a separately constituted company with three of the current Cove Park trustees on the Board.

We expect trustees to attend some of our summer dinners [monthly from May to September]. We will be seeking to recruit several more Board members in the coming months, but wish to fill the key role of Chair first.

Cove Park has a strong and capable staff team who work hard to balance the creative and practical needs of the organisation.

The Board of Cove Park has a strategic role, working across all areas of the organisation to ensure that it is well-managed, fulfilling its vision, meeting all legal requirements, and its obligations to funders, partners and residents.

We are looking for a Chair who can lead and inspire Cove Park, working effectively with the Board, Director, staff, and creative partners to realise our ambitions. Specifically we are looking for somebody able to:

- Progress the vision of the organisation
- Lead the Board of trustees, and ensure that all governance responsibilities are met
- Work closely with the Director, supporting him to fulfil the aims, aspirations and potential of Cove Park
- Work with the Director to sustain a positive organisational culture
- Act as an ambassador for Cove Park, helping to nurture and maintain relationships with a wide-range of stakeholders and funders

In order to achieve the tasks detailed above we expect the Chair to undertake the following duties:

- Regular meetings with the Director to ensure an overview of the organisation and to provide support, as required
- Work with the Director to ensure the organisation is compliant with all relevant legislation, policies (including equality, diversity and inclusion) and governance good practice

- Establish, with the Director, agendas for Board meetings and away days, chairing those meetings and the AGM
- Set up sub-groups, and manage their running, as required
- Ensure that agreed actions from Board meeting are implemented
- Act as an ambassador for Cove Park including at Cove Park dinners
- Appraise the performance of the Director

We anticipate a time commitment of around two days per month.

### **What are we looking for?**

Cove Park is a special place and we're looking for a new Chair who can help us to ensure that its future is strong, as we prepare to celebrate our twentieth anniversary in 2020.

The ideal candidate will have:

- Credibility and influence within the arts
- Strong and supportive leadership skills
- Core values which chime with those of Cove Park
- An understanding of working in a small organisation
- Time to commit to the role and the organisation
- Experience of working in a charity, third sector or public sector organisation
- Experience of being a trustee and ideally of having chaired an organisation
- An understanding of the value of residencies for artists
- A demonstrable commitment to equality, diversity and inclusion
- The ability to support fundraising and income-generation opportunities
- Sound, independent judgement and ability to guide effective decision making
- Excellent communication and listening skills
- Availability to join us in January 2019 [preferred]

### **Terms of Appointment**

Cove Park trustees are appointed for a three-year period. A further four years is then possible, if agreeable to all. This is a voluntary part-time position and so is not remunerated. Out of pocket expenses will be paid.

### **Next Steps**

Cove Park is committed to ensuring that all staff and trustees, have a genuine standing of, and commitment to, equalities. We are committed to increasing diversity within our staff team, trustees and residents. We welcome applications from all suitably qualified and experienced individuals.

If you would like to have an informal conversation about the organisation and role, prior to making an application, please contact Cove Park's Director Julian Forrester who will in turn connect you to a serving trustee. Julian can be contacted at [julian.forrester@covepark.org](mailto:julian.forrester@covepark.org) or by calling 01436 850500.

To apply please submit a CV and covering letter explaining why this role is of interest and what you feel you could bring to it. This should be sent to [vanessa.paynton@covepark.org](mailto:vanessa.paynton@covepark.org) by 4pm on Monday 12 November 2018.

**Data Protection**

All information provided will be treated with the strictest confidence and will be held for recruitment purposes only. We store information for one year for unsuccessful applicants.