



## **Seeking new Board members at Pop Up Projects CIC**

Pop Up Projects are a not-for-profit Arts Council England National Portfolio Organisation, established in 2011. We produce children's literature festivals, programmes and projects in schools and public spaces in diverse and often challenged communities across England and Wales. Find out more about our work to date and future plans below. As we embark on a significant expansion of our work nationally and internationally, we are currently seeking new Non-Executive Directors to join our Board at this exciting time, for tenures of up to three years. Pop Up's Board provide governance in support of the work carried out by the Executive Director and a management team of four full-time staff.

### **The role of our Board**

The Board's primary remit is to review and question, advise on and enhance key areas of the company's work including:

- Vision, mission, aims, objectives
- Impact and legacies
- Business planning including fundraising
- Financial projections and accounts
- Policy development
- Legal matters

The secondary role of the Board is to focus on the company's more longer term plans and projections, and to 'problem solve' around challenges and opportunities as and when they arise.

### **Experience and specialisms**

We are circulating this offer specifically to recruit members with strong professional experience / specialisms in the following areas:

- Commercial / corporate sectors
- Philanthropic / individual giving
- Diversity policy and strategy (either from within the arts sector or other sectors where learning / knowledge might be transferable)
- Academic fields (e.g. education, literacy, creative writing, children's literature)
- Senior level arts sector management / development

We are also open to applicants with interesting specialisms beyond those above, and which might be of use to our organisation as we evolve.

Once recruited each new Board member will agree a specific area of focus based on their expertise, and will provide guidance and support to the Executive Director and management in that area. Members without any experience of Board roles will also receive training from our development consultancy partner Cause4.

We estimate Board members will devote 8 days per year in order to: prepare for and attend Board meetings; liaise with the Director and relevant managers re their specific area of expertise; contribute to strategies, evaluation, reporting - verbally or occasionally in writing; and experience our work 'on the ground'.

## **New Chair position commencing spring / summer 2017**

We are also specifically seeking expressions of interest from individuals who might be interested in taking up the position of Chair of the Board. As a recent recipient of Arts Council's game-changing Catalyst: Evolve fund, we are particularly interested in appointing someone capable of supporting the Executive Director steer the organisation as we begin implementing new strategies to diversify income - especially through corporate sponsorships, philanthropic schemes, and increased earned income from products and services. This role would be suited to someone with senior arts sector experience within institutions with strong track records in these areas; but we are equally as interested in applications from individuals from other sectors, especially business. While the core of our work is driven by charitable aims, we are an entrepreneurial organisation and want to think more commercially. Our Chair will help cultivate and sustain an ethos where enterprise and innovation - coupled with a strong approach to risk mitigation - are positively encouraged.

We estimate the Chair will devote 12 days per year in order to: organise, prepare for and attend Board meetings; liaise with the Director to support development strategies; steer the Board's role in relationships with philanthropic individuals; and experience our work 'on the ground'.

### **Key expectations**

Board members must be UK-based and will be expected to physically attend a minimum three out of four quarterly meetings. Meetings will take place in January, April, July and October annually. Meetings will last two hours, with the exception of one half- or full-day meeting annually. Annually, two meetings will take place in London, one in Peterborough, and the fourth (half- or full-day) at a location to be confirmed. Travel expenses for journeys into London and Peterborough will be covered - and, if necessary, overnight accommodation will be provided. There will be additional 'special events' throughout a member's tenure, such as fundraisers or launches, which members will be invited but not obliged to attend.

### **Making an application**

If you are interested in becoming a member of Pop Up's Board, please submit an 'expression of interest' letter, addressing the following:

- Your professional history and areas of expertise you might bring to the Board
- What knowledge, experience or interest you have in the not-for-profit or charitable sector
- Why you want to champion the values and aims of our organisation
- What personal qualities, passions and ideas you might bring to the Pop Up team

Email expressions of interest to [dylan@pop-up.org.uk](mailto:dylan@pop-up.org.uk) or post to Chauffeurs Cottage, 1 St Peters Road, Peterborough, Cambridgeshire, PE1 1YX.

We are striving to ensure gender parity and 50% ethnic diversity at Board level and therefore welcome expressions of interest from a broad diversity of individuals, especially BME applicants. We are also especially interested in applications from individuals based in the regions where we currently work (Kent, Oxfordshire, Hampshire, Cambridgeshire, Shropshire, Swansea).

## About Pop Up

Pop Up Projects has an impressive track record of engaging children, schools, families and communities through far-reaching, imaginative and innovative literature programmes and events. At the heart of the work is the conviction that by facilitating pleasurable encounters with authors and their stories, we can ignite imaginations, inspire future story-makers, and build more literate communities.

We deliver an annual schools programme, which is a unique consultancy and event management service that requires partner schools to devote one-sixth of their literacy or English lessons annually to our reading and writing for pleasure model, transforming the teaching and learning of literature. Since January 2011 we have delivered over 31,000 books and 1,750 author workshops for 51,000 pupils aged 3-14, with 1,832 teachers participating across 184 schools in the UK. We have also delivered a variety of tailored literary and arts activities targeted at diverse family and community groups; as well as five Pop Up Festivals - free public events where authors curate spaces and design imaginative, interactive events for children of all ages. Over the next three years Pop Up will deliver education programmes to over 18,000 pupils annually across England and Wales (with expected funding from Paul Hamlyn Foundation and confirmed matched income from our partner schools). We also plan to develop our digital platform Pop Up Hub ([www.pop-up-hub.com](http://www.pop-up-hub.com)) further, including through producing a new digital story-making/self-publishing tool, and potentially launching a new subscription-based package to schools nationally and internationally. And we are currently developing our first international programme, a collaboration with literature and academic organisations in nine European countries as well as 12 universities and colleges in England.

In 2016 we won a Silver Corporate Engagement Award for our five-year corporate partnership with global law firm Linklaters LLP. At the 2011 European Diversity Awards we won 'European Community Project of the Year', sponsored by Google.

We secured over £2,000,000 in funding to date. By early 2017 we will have submitted over £1,000,000 in grant applications alone. We were most recently successful in our bid to ACE's Catalyst: Evolve programme to support attracting more private giving, diversify income streams and achieve a "step change" in organisational resilience; the fund provides us with £100,000 in match funding to offer new sponsors and donors. Our Board expansion is a key part of our Catalyst plans.