

Open School East

Chair of Finance and Risk Subcommittee

Recruitment Pack

August 2026

The Opportunity

Open School East (OSE) is at a pivotal moment in its development and is seeking new Trustees to help shape its next chapter.

We are particularly interested in hearing from candidates with expertise in:

Finance: A person with experience in finance management or accounting, with the capacity to provide a strategic overview of finances, ensuring viability, compliance with relevant legislative frameworks, effective use of resources and ensuring that proper financial records and procedures are maintained.

We are especially keen to hear from people with knowledge of, or an interest in, education and the arts. By committing your time and expertise to our two meetings a quarter (full Trustee meeting and Chairing the Finance and Risk Sub-committee meetings), you can become part of a leading arts education charity, making a real difference to emerging creatives of all ages and from all backgrounds.

Summary of responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Liaise with relevant staff and committee members to ensure the financial viability of the organisation
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Ensure proper records are kept and that effective financial procedures place
- Appraising the financial viability of plans, proposals and feasibility studies.

We warmly welcome people who bring lived experience of the barriers OSE seeks to dismantle, including people of colour, disabled people, those from working class backgrounds, or people with experience of marginalisation in the arts or education sectors.

About Open School East

Open School East is a free, independent art school which is committed to making the arts a more open, diverse and accessible sector.

We support cultural practitioners to develop and sustain their practice; we enable adults and young people to learn new and transferable skills, and to shape their creative voice by becoming active learners and co-producers of OSE's programmes. We respond to our locality by providing a free, informal and welcoming learning environment for people from all walks of life.

Our learning and development programmes are:

- Civic Programme: long-term projects with leading artists, researchers and practitioners, devised in partnership with our local communities
 - Despacito Art School: projects with leading artists for local 5 to 12+ year olds, providing opportunities for them to develop creatively
 - Associates Programme: a development programme for emerging artists and cultural practitioners from diverse backgrounds delivered onsite at our home in Margate.
 - Public Programme: a multifaceted programme of events, activities and short courses open to everyone
 - Springboard Programme: supporting the artists and cultural practitioners who have graduated from our Associates Programme through professional development talks and mentoring
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About the Charity

Open School East is a registered charity (no. 1157206) and non-profit company limited by guarantee. Our governance structure includes a small, committed Board of Trustees who support the Artistic Director, Operations Director and team to deliver OSE's charitable objectives.

OSE's charitable objectives are to advance education of artists and the public in general in the south east, in particular but not exclusively by the provision of:

- a. training, advice and support for artists;
- b. space and facilities for the creation and appreciation of art;
- c. the exchange of knowledge and skills by way of art conferences, workshops and other facilitated learning opportunities.

OSE welcomes trustees who can bring new perspectives to this work.

About the Board

We aim to build a diverse, skilled, and supportive Board that can:

- Ensure the effective governance of Open School East
- Act as a critical friend to the Directors and team
- Help steward our financial sustainability
- Represent the values of the organisation in the wider world
- Actively contribute to fundraising, networks and advocacy where relevant

We expect all Trustees to:

- Champion OSE's values of care, equity and co-creation
 - Commit to learning alongside us
 - Help hold us accountable to our mission and our communities
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Trustee Role Description

Trustees will:

- Ensure compliance with OSE's governing documents and relevant laws
- Support strategic planning and organisational development
- Oversee financial health and risk management
- Contribute to the fundraising strategy and act as an ambassador
- Attend and contribute to quarterly Board meetings (online)
- Join subcommittees or working groups as appropriate
- Provide support and challenge to the Directors and team

Trustees are appointed for a term of 3 years, renewable once.

Person Specification

We are looking for individuals who are:

- Passionate about the mission and values of Open School East
- Committed to equity, inclusion and accessibility
- Willing to dedicate time and energy to the organisation
- Able to think strategically and act collectively
- Confident in offering constructive support and challenge

You do not need previous board experience to apply. We welcome expressions of interest from first-time trustees and will provide support and training as needed.

How to Apply

Please send the following by email to: **info@openschooleast.org**

1. A CV or summary of your experience
2. A short covering letter or audio/video (max 3 minutes) telling us:
 - Why you're interested in becoming the Chair of the Finance Subcommittee at Open School East
 - What you feel you can contribute to the organisation

Deadline for applications: Wednesday 30th September 2026

If you would like an informal conversation with the Co-Chair of the Board about the role before applying, please contact us at the above address.

We are committed to making this process as accessible as possible. If you require this information in another format, or have access needs for applying, please let us know.