



Art & Soul: celebrating mental and emotional wellbeing through the arts

Registered charity number 1173268

Co-chairs: Liz Sokoski and Rachel Tranter

Patron: Sir Vince Cable MP

www.artandsoul.org.uk

Art & Soul is a unique charity in South-West London, which has been supporting community wellbeing through the arts for the past twenty years. Founded in 1998, *Art & Soul* (formerly known as *We Can Draw*) offers weekly expressive arts workshops run by qualified art therapists, a biennial exhibition and a vibrant outreach programme. We are recognised nationally as a well-established organisation in the arts and health arena, which is a fast growing priority for the museum sector. After a long-standing partnership with Orleans House Gallery, we became a charity in 2017 and are now looking for passionate and motivated trustees to support our growth and development during this exciting time.

Our main activities consist of a workshop programme and a biennial exhibition. Weekly expressive arts workshops (currently held at the Exchange, Twickenham) are run by qualified art therapists, for adults with mental health issues, and an additional outreach programme serves children, young people and families in need of support. We have over 200 members and our workshops are consistently in demand. A growing area of our work is in outreach taster workshops - recently we have worked with Springfield Hospital, the Vineyard and Achieving for Children. We

use the industry recognised UCL Museums Wellbeing Measures to assess the therapeutic value of our workshops. Recent outcomes have shown that workshops have enhanced participant wellbeing by 34% over each session. We constantly strive for best practice, and evaluate our projects rigorously. We share research and best practice with other organisations, and recently presented a film and talk about *Art & Soul* at the *International Culture, Health and Wellbeing* conference, held in Bristol in 2017. Our popular biennial exhibition, held since 1998 at the Stables Gallery, Orleans House, features artwork from our members as well as representing other partner groups and organisations. Our twentieth anniversary exhibition, *Kaleidoscope: 20 years of Art & Soul*, 13 April – 1 July 2018, presented artwork from over 200 individuals, and 22 organisations with similar aims and objectives such as Richmond Borough Mind. Through our exhibition we act as an umbrella network of other groups with similar aims and objectives, and aim to support peer-led groups as well as larger, more well-known services. We have an excellent track record of fundraising and have gained funds from a range of organisations, including the local council, local charities and larger foundations including Time to Change, Awards for All (Big Lottery Fund) and the Wellcome Trust.

Our aims include:

- enhancing wellbeing for West and South-West London based adults through structured creative activities run by an HCP registered art therapist.
- reducing mental health stigma and support community wellbeing through creative events and workshops.
- creating a supportive and safe environment for those experiencing mental health challenges.
- empowering members to connect with others, develop skills, reduce stress and to positively re-engage with the community.

Having first registered as a charity in 2017, we are looking for up to nine new trustees to steer and support the charity as it moves forward.

Becoming a Trustee for Art & Soul

We are able to recruit up to 9 trustees to join Co-Chairs Liz Sokoski and Rachel Tranter as well as Trustee Betsy Lewis-Holmes and are particularly looking for individuals interested in taking the following responsibilities:

- Treasurer
- Secretary
- Lead trustee for fundraising
- Lead trustee for marketing
- Lead trustee for partnerships and outreach

We are also open to applications from those interested in becoming a trustee but not wishing to take a particular role at the current time. Any questions can be directed to Liz Sokoski, at lizsokoski@yahoo.com, or telephone 07938 715034.

The benefits of becoming a trustee include being a part of a growing, new charity and being able to contribute to the charity's growth and development as we seek to develop and reach more people in need across South-West London.

All Trustees have the following responsibilities:

- To ensure that the Charity complies with its constitution;
- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy; setting targets and evaluating performance against agreed targets;
- Ensure the financial stability of the organisation;
- Ensure the Charity applies its resources exclusively in pursuing its objectives;
- Protect the good name and values of the Charity;
- Ensure that the Charity's safeguarding policy is followed and appropriate checks are in place;
- Declare any conflict of interest while carrying out Trustee duties;
- Be collectively responsible for the actions of the Charity and other Trustees;
- Participate in other tasks, from time to time, to ensure the smooth running of the charity, and
- Attend meetings as appropriate and read papers in preparation for meetings.

Treasurer – role description

Art & Soul has an excellent track record of fundraising and our annual budgets are approximately £20,000. We are looking for a treasurer who is highly organised, motivated and has an excellent eye for detail, ideally from an accounting, banking or finance background. The treasurer is responsible for:

- Keep track of all financial affairs of the charity, including authorising payments and keeping track of expenditure.
- Monitor and report on the financial health of the organisation at quarterly meetings and provide annual accounts for the charity commission.
- Provide budget information for grant applications and monitoring reports.

Key qualities:

- A knowledge of financial accounting and reporting procedures
- Knowledge of Microsoft Excel
- Excellent record keeping skills / good organisational skills
- Ability to communicate financial information to those who may have little or no financial background
- Interest in the charity's purpose and aims
- Ideally a background in finance, accounting, or budget management.

Secretary – role description

The secretary is responsible for the smooth administrative running of the charity, ensuring tasks are carried out and aiding communication between the Board, volunteers and paid staff. The secretary's responsibilities include:

- Making arrangements for Trustee Board meetings including compiling the agenda, circulating papers and minutes, booking rooms and recording decisions and policy in formal minutes
- Ensuring the administrative affairs of the organization are conducted within legal requirements and charity commission guidelines, including annual report.
- Keeping records of all charity activities, checking actions have been carried out.

Key qualities:

- Knowledge of administrative procedures
- Ability to progress chase in a coaching rather than an autocratic manner
- Ability to provide clear advice on procedural and relevant legislative matters.
- Effective communication (both written and verbal) to a variety of people, including service users
- Microsoft office skills
- Interest in the charity's aims and objectives

Fundraising lead – role description

Art & Soul has an excellent track record in fundraising from a range of organisations. We are looking to hear from anyone with experience in fundraising of any sort but are particularly interested in applications from trustees with experience in private sponsorship and donors, as the board already has significant experience in fundraising from public bodies. The fundraising lead would:

- Research and prioritise potential funding opportunities
- Prepare funding bids and monitor project budgets (in liaison with the board)
- Be a point of contact for funding bodies

Skills required:

- Ability to identify funding streams and potential donors
- Ability to communicate effectively to a wide range of people
- Ability and skills to prioritise and complete funding applications working with the Art & Soul practitioners and Trustees
- Microsoft Office skills
- Interest in the charity's purpose and aim

Marketing lead – role description

The marketing officer will have excellent communication and I.T. skills and an ability to share their passion for the charity's purpose with a range of people from various backgrounds and in diverse ways. They will, in liaison with the board, lead on developing the charity's profile and 'look', both online and in printed and other promotional materials. Their responsibilities include:

- Managing the charity's online presence including website, Facebook and social media
- Identifying suitable avenues for promoting for the charity and developing them
- Managing the charity's databases and ensuring the charity is compliant with data protection policies.
- Creating Art & Soul's promotional materials, writing for web and photo editing (as project appropriate).

Skills required:

- Excellent I.T. skills
- Confident with writing for web and social media.
- Ability to communicate effectively to a range of audiences and for a range of platforms
- Highly organised and with an eye for detail
- Creative, ideally with a background in design, marketing, film, journalism or similar.
- Interest in the charity's purpose and aim

Partnerships lead – role description

The role includes researching and developing partnerships with other organisations with similar aims to Art & Soul. Examples of these could be (but are not limited to) art galleries/museums, hospitals, mental health services, charities or companies.

This role would suit someone with good networking skills, ideally with some knowledge of these areas, possibly with a background in healthcare, social services, education or local government. The role includes:

- Brokering, developing and maintaining relationships with partner organisations, services and groups
- Sourcing referrals for Art & Soul's services in liaison with the Art & Soul lead practitioners
- Being an active representative of Art & Soul at networking events
- Developing projects and writing funding bids with partner organisations as appropriate

- Sharing best practice in the form of conferences, reports etc as opportunities arise
- Developing our groups/centres network database.

Skills required:

- Ability to communicate well with a range of people including service users
- Strategic thinking – ability to think creatively about ways Art & Soul can effectively partner
- Ability to develop relationships and broker partnerships clearly and effectively.
- Highly organised with an eye for detail
- Ideally with management level experience in charities, arts/culture, health or social services, local government or education.
- Interest in the charity's purpose and aim

Time commitment

Approximately 6 days per year to attend board meetings and undertake tasks as required.

Trustees will be required to attend sub-committee meetings on an ad-hoc basis and any special events that may help to raise the charities profile.

Board meetings are held quarterly, usually at the Exchange, Twickenham.

Term for trustees is 3 years.

How to apply

Interested applicants can send a C.V. and covering letter to Liz Sokoski, Co-Chair via: lizsokoski@yahoo.com

The deadline is 20th December 2018. Please state if you wish to be considered for a particular role. Applicants will be invited for an informal interview, with a view to attending the spring 2019 board meeting.