

TAKE ONE ACTION FILM FESTIVALS

Join Our Board as a Trustee

The basics:

- **Who is Take One Action?** Established in 2008, we're a charity that brings communities together to harness the transformative potential of film and storytelling for collective change.
- **Role:** We are looking for **trustees** for Take One Action's board (we are also looking for co-chairs, if you're interested in that role more [here](#)).
- **What does a trustee role involve?** A trustee is someone who helps to oversee the work of a charity and make sure good decisions are being made. You don't need to have been a trustee before to apply for this role, we're keen to have a mix of lots of different people and lived experience.
- **Remuneration:** Trustees are not paid, although expenses for travel and childcare will be covered.
- **Time commitment:** Four to six board meetings a year, plus meetings with the staff team. Trustees are encouraged to come along to our events where possible.
- **Access:** We will meet any access needs for people to take part in interviews for these roles, and also for people once in their roles. If you require this information in a different format, or have any other questions or requests relating to accessibility, please send an email to daisy@takeoneaction.org.uk. If you have any needs we can support in order for you to consider joining our board we would welcome a conversation around those. This might include – but is not limited to - the timing of meetings to accommodate care responsibilities or work, access provision at meetings, and/or location of meetings.
- **Closing date:** 14 April 2024
- **Location:** Anywhere in Scotland

Role summary:

We are seeking out new people to join us at Take One Action as we enter a new and exciting era following the recruitment of a new director and community engagement lead. For our trustee roles, we would love to hear from people who:

- are passionate about art and storytelling, and its potential to change the world for the better
- enjoy collaboration and working as a team
- bring perspectives and experiences that we might not already have as an organisation
- have an interest in critiquing power and building community
- have experience in the fields of film-making, systems and behavioural change, decolonising the arts, or finance & accounting and legal expertise

We will be holding an [online Q&A session](#) at 1pm on Thursday 4 April for anyone interested in applying for these roles where you can meet the Take One Action team and ask any questions you have. Please also feel free to contact [Rachel](#) on email with any questions.

Key responsibilities:

- Support the staff team in developing and monitoring our strategic direction
- Be accountable for the principles of good governance
- Uphold Take One Action vision and policies
- Act as an ambassador for Take One Action nationally and internationally
- Behave with integrity and in the best interests of Take One Action
- Work with and support the staff team across activities
- Take part in relevant working groups to take forward the work of Take One Action, including monitoring and evaluation, decolonisation, social change and sustainable financial strategy
- Attend board meetings (4-6 per year), strategy days (2 per year), and Take One Action events

Key benefits:

- Receive training to learn new skills around governance, accessibility, decolonisation and inclusion
- Gain experience as a trustee
- Get involved in a range of film screenings and arts events, and a chance to feed into our programme
- Be part of a community of people who are committed to effecting positive change through film and arts

What is the board of Take One Action like?

You can see more about our current team and board [here](#). Our trustees work as a team and are expected to demonstrate a commitment to:

- **Equity:** actively recognising and reducing – or altogether removing – potential barriers to access for employees, volunteers, trustees, audiences and all those who contribute to our events.
- **Diversity:** ensuring differences are recognised, respected, represented and valued, evidenced in part by championing representation of diverse lived experiences, on and off screen.
- **Inclusion:** a practice and approach that ensures people (audiences, filmmakers, event contributors, communities, staff and volunteers) can not only take part in our activities, but can do so in the way that they want to.

How to apply:

To apply, please submit **one** of the following:

- a video or voice recording
- a covering letter of approximately 300-500 words (one page)
- if there is another format that suits you better, we're happy to accept others

Please share with us your skills and interests, details of any relevant experience and perspectives, and your reasons for wishing to become a trustee, along with your contact details (name, address and mobile number) and, if possible, a copy of or link to your CV. You can send your application to our director **Rachel Hamada** via email rachel@takeoneaction.org.uk with '**Trustee Application**' in the subject line.

Note that the deadline for applications is **midnight on 14 April 2024**. Applicants will be invited for a brief interview with board and staff members with the intention that new trustees will attend the next board meeting on **16 May 2024**, after they've gone through an onboarding process.