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LISA ULLMANN TRAVELLING SCHOLARSHIP FUND
Supporting individual journeys in movement and dance

Trustee Recruitment Pack



Lisa Ullmann Travelling Scholarship Fund – Trustee Recruitment Pack

Overview

Lisa Ullmann Travelling Scholarship Fund (LUTSF) is seeking up to three new Committee Members to act as Trustees and a Chairperson with the vision, ambition, and influence to support the Fund in the next phase of its journey.

Previous experience in a Board Member/Trustee role is not necessary as we are committed to full induction, training, mentoring and support for all new Committee Members.

Applications will be reviewed on a rolling basis between May 2023 and February 2024.

For this round of recruitment, we are aiming for all new Committee Members to be in post by October 2023 or March 2024.

We are keen to speak with anyone who would like an informal/confidential chat about the role. Please feel free to contact: Mercy Nabirye, Deputy Chair (mercy@kaumaarts.co.uk) or Avril Hitman, Committee Member – Chair Governance Subgroup (avril.hitman@gmail.com).

For queries about access, or if you would like this information in an alternative format or large print, please email info@lutsf.onmicrosoft.com.



Candoco in 'The Argonauts' choreographed by Ben Duke

About

The Lisa Ullmann Travelling Scholarship Fund was set up in 1987 in memory of dance pioneer Lisa Ullmann. The main aim of our small charity is to provide financial support to individuals who wish to travel abroad or in the United Kingdom to attend a conference, to pursue a research project or undertake a short course of study in the fields of movement or dance.

Lisa Ullmann was a distinguished movement practitioner, whose unique work contributed to the dance education of countless students, dancers and teachers. The diversity and range of award winners' projects, and the consequent communication between different sectors of the dance community world-wide, is very much in tune with Lisa Ullmann's own life and work.

By 2019 LUTSF had awarded 561 scholarships providing £270,000 in grants.

You can read more about Lisa Ullmann's work and legacy on our website:

lutsf.org.uk/about-lutsf/

We award annual scholarships (now renamed the **Main Awards**) for which applications open in November and close in January. New for 2023, we are launching the Anna Carlisle **Dancer in Training Award**. This is a secondary opportunity for dancers who are still in education and will open for applications in June 2023.

Eminent past award winners include:

Akram Khan / Kenneth Tharp / Wendy Houston / Jacky Lansley / Janet Smith / Darshan Singh Buller / Charlotte Vincent / Vicki Igbokwe / Ramsey Burt / Lindsey Butcher / Ben Wright / Paul Liburd / Sita Patel / Wayne McGregor / Emma Gladstone / Fergus Early / Jennifer Jackson / Liz Lea / Dane Hurst / Christopher Benstead / Nelson Fernandez / Kerry Nicholls / Lauren Potter / Alesandra Seutin / Jose Agudo

Artists who have travelled on a LUTSF scholarship report significant positive impact on their professional practice, enabling individuals to deepen their artistic explorations and strengthen international connections within the dance community.

LUTSF is run by our committee who currently meet bi-annually and act as the decision-making panel to determine the scholarship awards. Being a Committee Member is an entirely voluntary commitment, (committee members can claim out of pocket expenses) and we owe a great deal to our past and present supporters who in turn recognise the benefits their contributions bring to the personal and professional lives of those who receive LUTSF scholarships. We are a registered UK charity and currently undergoing a period of structural review. Since 2023, the Committee have been supported by an Administrative Assistant.

Our Committee

LUTSF is a registered charity (no. 1203903). It is governed by a non-executive Board of Trustees who are also the committee members. In 2023, our Chair stood down and we are currently in a period of transition/recruitment. Deputy Chair Mercy Nabirye (Kauma Arts) continues in this deputy role.

The Committee has overall control of the fund and is ultimately responsible for ensuring that LUTSF acts in line with its charitable purposes and complies with its governing document and all relevant legislation and regulations. It also sets and monitors the overall organisational vision, strategy, and budget.

The Committee has several sub/task groups that focus in detail on particular issues. Groups are created and dissolved as necessary in line with our needs, but current examples include:

- Governance/recruitment
- Marketing and communications
- Dancer in Training Award sub-committee

Short biographies of current trustees are available on the LUTSF website:

[Patrons and Trustees](#)



Laura Dredger by Ohshima Takuya (2022)

Overview of the Trustee Role

We are looking to appoint up to three new trustees and a Chair to join the board in leading LUTSF through the next phase of its exciting journey.

Role Description:

- Attend 2 annual committee meetings to score applications, debate as a panel and ultimately award LUTSF scholarships
- Ensure that LUTSF is carrying out its purposes for the public benefit
- Set and monitor LUTSF's overall strategic direction, ensuring that its plan and budget remain fit for purpose and in line with its objects
- Ensure that LUTSF manages its resources responsibly to carry out its purposes
- Safeguard the on-going financial viability and long-term sustainability of the organisation
- Champion and advocate for LUTSF externally, contributing to partnership development and fundraising where possible
- Support, advise, and scrutinise the work of the task/sub-groups
- Develop and ensure compliance with LUTSF policies and procedures
- Ensure compliance with our governing document, charity law, accounting requirements and any other relevant legislation or regulations
- In addition to the above statutory duties, trustees should use any specific skills or experience they have to inform the Board's decisions and benefit the charity

Person Specification:

- Commitment to the vision and mission of LUTSF
- Understanding of the legal duties, responsibilities, and liabilities of trustees
- Willingness to devote the necessary time, thought, and energy to the role
- Good communication and interpersonal skills
- Willingness to listen, contribute, and collaborate as part of a team
- Tact and diplomacy
- Strategic and creative thinker
- Ability to make balanced and informed decisions, thinking about short and long term
- Willingness to make use of your specific skills and experience to benefit LUTSF

Given our current priorities and needs, in this round of trustee recruitment we are also particularly interested in hearing from candidates with expertise and understanding of responsibilities as a **Chair** person. However, we may be able to offer specific skills-based support to someone who is interested in developing their leadership as part of this opportunity. For more information about the Chair position and the responsibilities included, please get in touch with us directly via info@lutsf.onmicrosoft.com.

This role is open to all.

LUTSF recognise the positive values of diversity, promote equality and challenge discrimination. We welcome and encourage applications from people of all backgrounds.

Our Committee roles are open to all and we particularly welcome applications from people with a disability, people of African or Caribbean heritage and people of South, East and South East Asian heritage, as we recognise these communities are under-represented in our current Committee.

If you do not meet these priorities but feel that you could make a valuable contribution to the board in another way, we would also be interested to hear from you.

Commitment and Support

Trustees are appointed for an initial term of three years and are eligible for re-appointment to an additional term of three years by mutual consent.

This is an unpaid, voluntary role. Any expenses incurred will be reimbursed.

Committee members are expected to attend two meetings per year, which take place at weekends in central London. Meeting dates and locations are set with considerable notice, taking into account the availability and preference of all trustees. Remote access can also be facilitated. Trustees may additionally choose to nominate themselves for one of the sub-committees or task groups.

Each Committee or sub-group agrees its own meeting schedule and activities, and the time commitment varies according to need. Committee and sub-group work is typically conducted online via emails or videoconferencing.

All new committee members will receive a full induction and can be assigned a current trustee to shadow. LUTSF is committed to working flexibly to meet the needs of a diverse board, and we are open to discussing any support that a candidate may require to fully contribute and undertake their duties as a trustee, such as access requirements, digital/technical support, training, and reasonable expenses such as travel or childcare.



Elena Catelano (2017)

How to Apply

For an informal discussion about the trustee role, Please feel free to contact:
Mercy Nabirye, Deputy Chair (mercy@kaumaarts.co.uk) or Avril Hitman, Committee Member – Chair Governance Subgroup (avril.hitman@gmail.com).

To apply, please submit your CV and a brief supporting statement (up to two pages) or video/audio recording (up to three minutes) that speaks to your interest in LUTSF and what you will bring to the Committee role. If you wish to apply via video/audio recording, please provide a link to download the recording from a file-hosting service such as Dropbox or WeTransfer.

Applications should be sent to Sophie Halford, LUTSF Admin Assistant at info@lutsf.onmicrosoft.com

Please also complete an [Equal Opportunities Monitoring Form](#).

If you have any access requirements as part of the application process or wish to submit your application in another format, please contact us at info@lutsf.onmicrosoft.com

Applications will be reviewed on a rolling basis May 2023 - February 2024.

Shortlisted candidates will be invited to an interview with a panel of current trustees and invited to observe/shadow a Committee meeting (dates dependent). After this, if both parties agree and following receipt of two satisfactory references, the candidate will be appointed to the Committee in the following meeting. For this round of recruitment, we are aiming for all new Committee Members to be in post by October 2023 or March 2024.

Thank you for your interest – we look forward to receiving your application.

