



About Ugly Duck

Ugly Duck is a non-profit company which revitalises underused spaces. We were set up in 2012 when we took over management of a 3 storey Victorian warehouse in Bermondsey. In this space we facilitate commercial hires, as well as organising and hosting a number of creative events and projects. In 2016 we took on an additional space in London's historic Docklands, which has a full-time gallery and can facilitate even more creative projects. Our turnover has grown 20-30% year on year and at the end of last financial year was £373,000. More information about Ugly Duck's current activities can be found on our website www.uglyduck.org.uk.

Why we're becoming a charity

Ugly Duck is forming a charity to continue and develop the arts and education work that has formed a large part of our organisation's work, and enable us to meet our objectives of revitalising underused space more effectively. We set up a board of non-executive directors in 2016 to help set up and develop the charity, with the expectation that they will become trustees when this is completed. Our current treasurer's term expires on 28th April and due to their other commitments they are unable to continue this role.

Proposed objects

1. To advance education and foster development in the arts for the public benefit by providing artist development, unique buildings and space and facilities for the understanding, appreciation and high quality presentation of the arts. Ugly Duck aims to achieve these objectives by opening unique, underused and empty buildings and spaces for artists and community arts activities.
2. For the public benefit, to promote the charitable and creative use of property as a means of empowering communities, regenerating areas and developing a robust community sector. To achieve these objectives by opening empty and underused spaces for events and activities which animate the public realm and provide space and facilities to community and charitable sectors.

Desired skills and knowledge

We are looking for a treasurer with experience in accounting and financial forecasting, preferably as a financial director, but who also have an active interest in the arts or community development.

Main responsibilities

- Oversee the formation of a charity
- Report to the board once a quarter on the financial progress of Ugly Duck
- Maintain vision, objectives and values of Ugly Duck
- Advise on and help develop strategy
- Ensure compliance with law
- Promote the organisation to potential stakeholders

Person specification

- Committed to Ugly Duck's vision, mission and values
- Experience of profit and loss forecasting and accounting.
- A good understanding of and acceptance of the legal duties, liabilities and responsibilities of trustees and clear on the difference between governance functions and management functions. We can provide training and information about this if necessary.
- Able to work well as part of a team of trustees
- Knowledge of and interest in the arts sector
- Well networked and willing to act as a champion for Ugly Duck
- Able to commit to specified time commitment (see below)

Time Commitment

You would be expected to attend 12 annual board meetings as well as attending a day-long strategy meeting once a year. We would hope that you champion and promote Ugly Duck's work outside of these meetings.

Trustees will be appointed for a preliminary period of 12 months after which time they will appoint their successors or be reappointed by majority decision.

Applications

If you are interested in this voluntary position and wish to be considered please send a CV and supporting letter explaining why you're interested in the role and how your skills and experience would contribute to and develop Ugly Duck.

Deadline: 10th April 2017 10am

For more information on the organisation and the trustee role please contact Rosie Slay, co-director on rosie@uglyduck.org.uk / 0203 701 1771.