

Dear Applicant,

Craven Arts Charitable Trust are looking for generous-hearted, people of excellence to join our Board of Trustees. We would like four new Trustees who can offer current or recent professional experience in any of the following areas:

- Heritage Building Projects
- Communications and Marketing
- IT/Digital
- Finance

As part of our Board of Trustees, you will be working as a team on the implementation of our Strategic Plan. You will be ensuring the financial health of the charity and that appropriate resources are in place to deliver our plans.

You will work with fellow Trustees and Staff to ensure our vision, mission and values are visible in all the work we do and are understood by our partners and stakeholders.

Trustees provide leadership for the charity and hold "the road map" to ensure we stay on track and true to our charitable objectives, ensuring risks are assessed and managed.

You will be a critical friend, using your knowledge and experience to keep the organisation up to date with any changes in your field of expertise.

You will represent Craven Arts Charitable Trust at networking opportunities and events, being an advocate for the work we do.

Being a Trustee is a great opportunity to use your knowledge and skills to support the growth of a charity, consolidate leadership skills and expand your network.

Craven Arts is at an exciting time in its development; we have recently won the Skipton Business Award for the Best Arts and Culture Venue 2025, and we have ambitions to continue to develop Craven Arts Membership and Craven Arts House further.

This pack gives you further information about the charity and the commitment to being a Trustee. If you would like an informal chat with me about this opportunity, please contact me at david@davidhawkinsartist.com

To apply to become a Trustee please send your CV and a cover letter explaining your suitability for the role and including a reference to selinamcgonagle@gmail.com. We will invite those who apply to meet with the Director and Chair, and to attend an event with Trustees at Craven Arts House. The deadline for application is Monday 5th January 2026.
Yours Faithfully,

David Hawkins
Chair of Trustees





Who We Are

Craven Arts is an
artist led charity



Craven Arts House
is our home

Vision

We are
a catalyst
for
creativity

Mission

To provide space for
creative people to grow

**To offer cultural learning
opportunities for all**

To be a place for our
community to connect

Values

Creativity

the practice of making
original art in all its forms

Community

bringing people together
to create

Integrity

being honest and reliable



The Craven Arts Charitable Trust

Charity number: 1172218



Craven Arts Charitable Trust Charitable Objectives

To promote the arts, particularly the visual arts, by the provision of studio and gallery space for those who would not otherwise have access to such facilities and services.

To advance the education of the public in the appreciation and practice of the arts in the district of Craven in North Yorkshire and adjacent areas.

History

Craven Arts began in 2015 as an informal group of artists with an ambition to support each other and promote the arts in the district of Craven. Craven Arts became a registered Charitable Incorporated Organisation in 2017.

In 2020 long-held ambitions to manage a building became a reality when, with Craven District Council, Craven Arts House was developed. A disused Victorian school building became a community arts facility. The first phase of building work was completed in 2022 and Craven Arts moved into the building in January 2023.

Craven Arts is a charitable trust which generates its income from charitable activities, namely studio and space hire, exhibitions, and creative education courses. We seek funding from trusts, foundations and other grant-making bodies and aim to secure income from these sources to cover both core costs and project-related activity.



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Context

Craven Arts is based at Craven Arts House in Skipton. Skipton is a market town located on the outskirts of the southern Yorkshire Dales in North Yorkshire, hence its epithet - The Gateway to The Dales. Craven Arts House is a tremendous asset to Craven district, North Yorkshire, and the wider, geographies of Lancashire to the west and Bradford and the Leeds City Region to the southeast.

The population of Skipton was 15,000 at the 2021 census. Skipton draws visitors from numerous small villages in the area and is seen as the focus town for business, shopping, and leisure in the Craven area of North Yorkshire. Tourism is the main economic driver. North Yorkshire Council is the unitary body for the area and is based in various sites including Skipton. Craven has a population of 53,600, spread over 117,876 hectares. It is amongst the top ten lowest population densities in England. Amongst young and old, access to the countryside and a healthy lifestyle is a considerable draw for the area.

Structure, Governance and Management

Craven Arts Charitable Trust is a Charitable Incorporated Organisation (CIO) Association formed on 23 March 2017 and is governed by a constitution.

Charity number 1172218

Registered and principal address Craven Arts House, 55 Otley Street, Skipton, BD23 1ET



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Board of Trustees

Chair - David Hawkins

Treasurer - Christine North

Secretary - Liz Roodhouse

Carolyn Hird Rogers

Clare Lamkin

Clare Danek

Co-options:

Members Representative - Bev Parker

Young Person Representative - Shuheb Ahmed

The trustees of the charity are appointed for a term of three years. Trustees can have three terms in their role before they must retire from the Board. Trustees are officially appointed to the Board at our Annual General Meeting, usually held in July each year.

Craven Arts Staff

Director - Selina McGonagle

Finance and Communications Manager - Emma Lottey



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Trustee Profile

We are keen to hear from individuals who are passionate about arts and culture in Craven, who also have current or recent expertise in the following fields:

- Heritage Building Projects
- Communications and Marketing
- IT/Digital
- Finance

Craven Arts Charitable Trust is a CIO by Association; our Trustees also need to be part of our Membership. Potential applicants who wish to become a Trustee but who are not currently Members can apply to be a member or Friend of Craven Arts House. More information about this process can be seen on our website [here](#).

The role of Trustee is a voluntary role and is unpaid. Expenses for travel to events or training can be reimbursed.

Time Commitment

The time commitment equates to one full day a month, although more may be required from time to time. This includes four quarterly Trustee meetings per year, a board away day, four working group meetings. Our current working groups include Finance and Governance, Volunteering, Youth Advisory Group, Artistic, and Environmental. Meetings are held in-person at Craven Arts House. In addition, time is needed to study meeting papers and attend events.



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Trustee Duties and Responsibilities

- Contribute in a constructive manner to the organisation's strategic plans and policies
- Take an active role in the deliver of our strategic plan and working groups
- Safeguard the organisation's financial stability, including the approval of annual accounts and budgets
- Comply with charitable law, our governing constitution, policies and other regulatory requirements.
- Share knowledge and expertise for the benefit of the organisation and keep Craven Arts Charitable Trust up to date with any changes in your field which might impact the organisation
- Represent the organisation at networking opportunities and events, be an advocate for the work we do
- Support all our fundraising endeavours



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Qualities and Experience

- An enthusiasm and interest in arts and culture and the community of Craven.
- Effective advocacy and communication skills
- A willingness to play an active role
- An understanding of good governance in business, the public or not-for-profit sector
- Extensive professional experience in one of the following areas:
 - Heritage Buildings – Building projects and/or building management
 - Communications and Marketing – Brand change, development and implementation. Website and digital communications.
 - IT/Digital – Creating and managing IT systems, practical knowledge of computer software and hardware appropriate or transferable to an arts charity. Digital creative skills development.
 - Finance – Overseeing a business or charity's finances. Working with accountants. Reporting on the financial health of an organisation and identifying risk. Providing financial advice.

There is further information about the role of Trustees and the management of charities, which can be found [here](#) on the Gov.uk website.

We are looking for individuals who are willing to show objectivity, accountability, honesty and integrity.



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Eligibility

The law places certain restrictions on becoming a charity Trustee. For example, you cannot be under the age of 18, have previously been removed from trusteeship of a Charity by a Court or the Charity Commission, disqualified under the Company Director Disqualification Act 1986, or have been convicted of an offence involving deception or dishonesty (unless the conviction is spent). If you are in doubt about your eligibility, visit the [Charity Commission website](#).

If you are under, the age of 18 and are interested in being Trustee, please contact selinamcgonagle@gmail.com who can tell you more about the Youth Advisory Group.

How to Apply

Please send a CV and covering letter explaining why you are interested in becoming a Trustee and outlining how your skills and experience meet the Trustee Profile. If you prefer to send an audio recording or video application of up to 4 minutes, please do so via We Transfer. Please email applications to selinamcgonagle@gmail.com with the subject line of Craven Arts Trustee Application.



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