

# CLWBIFORBACH

Clwb Ifor Bach | 11 Stryd Womanby | Caerdydd / Cardiff | CF10 1BR

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(029) 2023 2199 | [post@clwb.net](mailto:post@clwb.net)

Rhif Elusen / Charity Number: 1186136

**CLWB IFOR BACH  
TRUSTEE RECRUITMENT  
INFORMATION AND APPLICATION PACK**

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These are exciting times for Clwb Ifor Bach. A recent registration with the Charity Commission; and plans to develop and expand our Womanby Street site seek to confirm Clwb Ifor Bach's leading position in the Welsh Contemporary Music sector.

As the organisation prepares to change its' governance structure from a Community Interest Company to a Charitable Incorporated Organisation the opportunity has arisen to appoint between 6 and 9 Trustees to the leadership of the new organisation.

We are particularly looking for applicants who can bring the following skills and experience to the Board of Trustees -

- Charity Legislation
- Financial Management - charities
- Capital Building projects
- Facilities management
- Fundraising
- Music Industry
- Community arts engagement
- Further / Higher Education Partnerships

Alongside wider leadership and management skills.

This is an ideal opportunity for applicants to use existing skills in a voluntary capacity.

*Clwb Ifor Bach – our role in the Welsh Music Industry*

Clwb Ifor Bach first opened our doors in 1983 to provide a home for the Welsh language community in Cardiff. Over 35 years later, we're a live music institution, central to the music ecology in Cardiff.

We've brought the world's artists to Wales - from The Strokes, to the Killers, to Kasabian. We've taken Welsh artists to the world too - bands like Super Furry Animals and the Stereophonics who started small here but went on to make it big everywhere.

It's an exciting time for Clwb Ifor Bach. The critical role that the organisation plays in advancing education about contemporary music has been recognised with the organisation being awarded charitable status. This responds to the fact that we don't just provide young people with a place to go out; we give them a place where they can grow up. A space to learn their craft. Somewhere they can drive their careers forward, by picking up the essential experience they need to make it in the music business. There are people running their own festivals today who cut their teeth promoting our shows.

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Sound engineers and lighting technicians touring the world who learned their roles at Clwb Ifor Bach.

We are committed to developing artists from Wales and beyond. We work with nearly 1000 acts a year, and we take pride in the support and opportunities we give to performers with bags of talent, but little opportunity to showcase it.

We help emerging artists to find their voice and we help them build their audience. When the artists we support get too big for us, we help find bigger stages to play. We promote shows around Cardiff, across Wales and elsewhere in the UK. In recent years we have organised Sŵn Festival in Cardiff, hosted the Settlement stage at the Green Man Festival and promoted our first show in London.

Too many doors are closed to artists with no experience, no resources and no financial backing. Our doors are open to these artists and those who work with them.

At the same time, we know that we've got an even wider responsibility: to open up the arts to new audiences. Arts and culture don't feel as accessible and inclusive to young people as they should. But contemporary music does. For many young adults, going to a gig is their first engagement with cultural life. When people walk through our doors we hope they're taking the first steps in a longer journey, beginning a lifelong love affair with art in all forms.

Contemporary music makes our lives richer - and it makes our country richer too.

Clwb Ifor Bach is committed to engaging as many people as possible in contemporary music - through promoting and profiling the work of artists at all levels, and through developing partnerships with organisations including BBC Cymru Wales and University of South Wales. Our recent registration as a charity allows us to pursue this to maximum public benefit.

*Clwb Ifor Bach – an expanded capacity*

Wales is known across the world for music. It's part of our national identity. But it's also a key driver of growth in the Welsh economy. UK Music estimated that in 2017 music brought 379,000 visitors to Wales. As well as spending money within Clwb, these visitors stayed in our hotels, ate in our restaurants and shopped on our high streets. The cultural industries are worth billions to the Welsh economy; and Clwb is proud to be integral to this.

But Clwb's capacity is holding us back.

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A great number of the shows that we put on sell out. There is no live music venue in Cardiff city with a 500 audience capacity. This presents challenges for promoters and barriers to artists and constricts the development of the City's music industry. It's a missing rung in the ladder that allows artists to progress from playing informally in bars to headlining their own concerts.

It's a challenging time for live music venues in Wales, however we are excited that given support from Arts Council of Wales (for a feasibility study) and the City and County of Cardiff; who have agreed to acquire the derelict building next to our established premises and lease it back to Clwb; we are on a journey to expand and improve the facilities we offer to artists and audiences within Clwb.

Through taking over and linking with the building next to ours we are going to create a venue fit for the 21<sup>st</sup> century. An upstairs room and roof garden will cater for audiences of up to 300. An enlarged downstairs room will hold audiences of up to 500. In growing our capacity and audience size, we'll be growing our reach and impact.

The enlarged and refurbished venue won't just build on our heritage, it will contribute to our community, to the Welsh economy and to the fabric of Welsh life. It will play a critical role in making Cardiff an internationally-recognised music city.

It's time to give music in Wales a new home and we hope that you may want to join us as a Trustee, helping us lead the charity to these goals.

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## CLWB IFOR BACH TRUSTEE JOB DESCRIPTION

### Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of Clwb Ifor Bach, developing the organisations aims, objectives and goals in accordance with the organisation's charitable purpose to advance the education of the public by encouraging the understanding of the contemporary music, including music of Welsh origin/ language.

### Accountable to

As the Board of Trustees are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders and the Charity Commission.

### Main Responsibilities

- To ensure that Clwb Ifor Bach, and its representatives, function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To determine the overall direction and development of Clwb Ifor Bach through good governance and clear strategic planning.

### Main Duties

- Actively contribute to setting policy and strategic direction, defining goals, setting targets and evaluating performance
- Actively seek to further the strategic objectives of Clwb Ifor Bach, and act in the best interests of the organisation at all time.
- Act as an ambassador for the charity.
- Support the development of the organisation through participation in agreed projects.
- Ensure that Clwb Ifor Bach complies with its governing document and charitable objectives, and that it is complying with all legal and regulatory requirements.
- Monitor the financial position of the organisation and ensuring that it operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management.
- Interview, appoint and monitor the work and activities of the senior paid staff.
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

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## Essential knowledge, skills and experience

- Commitment to the aims, principles and policies of Clwb Ifor Bach
- Willingness and ability to understand and accept the responsibilities and liabilities as trustees, and to act in the best interests of the organisation.
- Knowledge of the musical heritage of Wales, genres of music, live music events, festivals
- Artistic expertise and leadership
- Knowledge of cultural development and education
- Ability to think creatively and strategically, exercise good, independent judgement, and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.

## Desirable knowledge, skills and experience

- Experience of the musical heritage of Wales, genres of music, live music events, festivals
- Knowledge, skills and experience, in relation to legislation in relation to charities
- Knowledge, skills and experience, in relation to the financial management of charities
- Knowledge, skills and experience, in relation to capital building projects
- Knowledge, skills and experience, in relation to property management

## Time commitment

- The board typically meets 4 times a year
- Attendance at events throughout the year
- Providing advice and guidance to staff as required

## Additional information

Section 72(1) of the Charities Act 1993 disqualifies anyone from being a Trustee who:

- has been convicted of an offence involving deception or dishonesty, unless
- the conviction is spent
- is an un-discharged bankrupt
- has previously been removed from being a Trustee of a charity by the court
- or the Charity Commissioners
- is under a disqualification order under the Company Directors regulatory framework

This is a voluntary position although reasonable expenses incurred in undertaking duties will be remunerated.

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A Trustee is a position a position with legal responsibilities and potential applicants are advised to familiarise themselves with the Charity Commission publication - [CC3 - The Essential Trustee - What you need to know](#)

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*To apply –*

Please submit a covering letter outlining your suitability for the role along with a CV to

[recruitment@richard-newton.co.uk](mailto:recruitment@richard-newton.co.uk)

by 17.00 on Monday 2<sup>nd</sup> March 2020.

The same email address should be used for any queries.