

THE GAIETY

Chair of the Trustees

Introduction

The Ayr Gaiety Partnership (AGP) was constituted in 2014 and registered as a charity (SCIO41464) and is the owner and management board of the Gaiety Theatre and associated buildings.

The Gaiety is the pre-eminent theatre in South West Scotland, with a history of innovation from 1902 to the present day. The subject of local affection, it also has national respect and many performers rate it as their best stage. With a reach across Ayrshire and beyond, it is much more than just a theatre building, with a goal to “enhance individual and community well-being through the performing arts”.

The goal is based on our understanding that cultural participation is an essential element of human existence. Our current business plan sets out how we continue to bring artists and communities together to explore meaning, to challenge, to grow, to experience joy and to change both themselves and their world.

In the last year, we opened Gaiety 2 in Arthur Street, Ayr which now provides a hub for our creative engagement. We are also now in receipt of Multi-Year Funding from Creative Scotland which will allow us to continue developing our offering to our community and remain the artistic heart of the Ayrshire.

Post details:

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Ayr, Ayrshire
Time commitment:	4 Board meetings per year, 1 AGM and Sub Group meetings (dependent on which Sub Groups are joined). Estimated time commitment: approx. 6–10 hours per month (including preparation, liaison with Executive Director, and external representation).
Reporting to:	Board of Trustees
Length of Term:	This is a renewable three-year appointment, subject to Board review

The Chair is responsible for guiding the Board with good governance, providing leadership and ensuring that the organisation fulfills the Charity’s mission and vision. The role will support, and, where appropriate, challenge the Executive Director and ensure that the Board functions as a unit and works closely with the Senior Management Team of the charity to achieve its objectives. The Chair will act as an ambassador and be the public face of the charity in partnership with the Executive Director.

The Chair will ensure the management of the organisation on behalf of the Board of Trustees and acts as a key communication bridge between staff, Board and external partners.

Strategic leadership

- To provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries.
- To ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity.
- To ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.
- To ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- To ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

Governance

- To ensure that the governance arrangements are working in the most effective way for the Charity.
- To develop the knowledge and capability of the Board of Trustees.
- To encourage positive change where appropriate and address and resolve any conflicts within the Board.
- To lead on annual self assessment of the Board's effectiveness, and support continuous improvement in governance practice.
- To ensure that succession planning is in place for the Office Bearer roles.
- To ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population.
- To work within any agreed policies adopted by the charity.
- To assist in HR processes as and when required, such as Disciplinary Appeal Hearings.

External Relations

- To act as an ambassador for the cause and the Charity
- To foster and maintain strong relationships with key stakeholders in local and national government, as well as other influential partners. To maintain trusted relationships with funders, including Creative Scotland, local authority, partners and corporate sponsors.
- To act as a spokesperson for the organization, when appropriate.
- To represent the charity at external functions, meetings and events.
- To facilitate change and address any potential conflict with external stakeholders.

Efficiency and Effectiveness

- To chair meetings of the Board of Trustees and Board Sub-Groups effectively and efficiently, bringing impartiality and objectivity to the decision making process.
- To ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- To foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- To work closely with the Executive Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of

Trustees.

- To monitor that decisions taken at meetings are implemented.

Relationship with the Executive Director and the Wider Management Team

- To establish and build a strong, effective and constructive working relationship with the Executive Director, ensuring they are held to account for achieving agreed strategic objectives.
- To support the Executive Director, whilst respecting the boundaries which exist between the two roles.
- To maintain regular communication with the Executive Director, fostering an open, trusting, and supportive relationship where challenges, concerns, and ideas can be discussed candidly and constructively. To liaise with the Executive Director to maintain an overview of the Charity's affairs, providing support as necessary.
- To undertake an annual review and salary review of the Executive Director.
- To ensure that the Executive Director has the opportunity for professional development and has appropriate external professional support.

Additional information

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification

	Essential	Desirable
Qualifications and Knowledge:	Knowledge or understanding of the governance issues of a charity and/or social enterprise. Understanding of charity financial issues Strong leadership skills	Previous experience of Office Bearer role within a charity/social enterprise Demonstrate experience and understanding of theatre and the broader creative and cultural industries Demonstrate experience and understanding of audience development and funding

Skills:	<p>Able to analyse proposals and examine their business consequences</p> <p>Preparedness to make unpopular recommendations to the Trustees</p> <p>Willingness to be available to the Executive Director for advice and enquiries on an ad hoc basis</p> <p>Strong interpersonal and relationship building skills and be comfortable in an ambassadorial role</p> <p>Ability to communicate clearly.</p>	
Experience:	<p>Experience of operating at a senior strategic leadership level within an organisation</p> <p>Experience of charity governance and working with or as part of a Board of Trustees</p> <p>Experience of external representation, delivering presentations and managing stakeholders</p> <p>Significant experience of chairing meetings and events</p> <p>Making strong strategic decisions.</p>	<p>Previous experience of working in the voluntary sector environment.</p> <p>Knowledge and experience of Equality, Diversity & Inclusion</p> <p>Knowledge and experience of the Theatre Green Book</p>
Other:	<p>Demonstrate a passion and commitment to the charity and its strategic objectives</p> <p>Ability to foster and promote a collaborative team environment</p> <p>Ability to commit time to conduct the role well, including attending events that are out of office hours</p>	

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