

**Artlink**



## **Board Member Information Pack**

## **ARTLINK EDINBURGH AND THE LOTHIANS**

*Making lives better through culture and social connection*

Thank you for your interest in the vacancies we currently have on the Board of Artlink Edinburgh and the Lothians. This pack has been put together to give those interested in serving as Board members background information on the Board.

Artlink Edinburgh and the Lothians is an equalities organisation. We use culture and creative thinking to improve the quality of life of disabled and socially disadvantaged people of all ages.

For more than 40 years, we have been finding new ways for the voices of marginalised people to influence the communities in which they live. Our work is known for bold ideas, deep listening, and fearless experimentation.

Our creative studios and programmes exist to build joy, meaning and wellbeing throughout the year. We work in close partnership with people with disabilities, carers, and those across education, health and social care to ease the challenges of our time.

Artlink is a Scottish Charity and a company limited by guarantee. If you believe in the power of art to create real change, we want to hear from you.

We are looking for at least three people to join our Board.

As well as being non-executive directors of the company limited by guarantee, Board members are also trustees of the charity. Trustees/ Board members have the duties of directors under general company law and also the law which relates to charitable trustees. You will work with your fellow Board members to give strategic direction and to ensure accountability.

We are particularly interested in hearing from you if you have experience in any of the following:

- Lived experience of disability, or being a carer
- Governance, particularly in the voluntary sector
- Cultural involvement (within any discipline)
- Safeguarding of vulnerable adults or young people
- Socially driven fundraising

You do not have to have previous experience of being a Board member/ trustee of a charity and appropriate training and support will be given.

## **1. THE BOARD**

We are looking for at least three people to join our Board.

The Board is made up of around 10/12 people one of whom is Chair. Board members come from a variety of backgrounds and experience. They are non-executive directors of the limited company, but others, such as members of staff and funders' representatives, attend.

Our Board meets a minimum of four times a year and your appointment will be for an initial term of three years. This does not mean you have to commit to minimum of three years; it just means that after three years your Board membership would be up for renewal at an AGM. Our meetings are hybrid, on Zoom as well as various of our work sites across the Lothians in the hope this would not deter people who are located beyond the Lothians from applying.

The Board may decide it would help them in their work to set up sub-committees. and/or working groups which include trustees and may also include senior staff and others whose skills or knowledge may be useful. The Board provides strategic direction and oversight. Major policy decisions are made at Board level. The decisions of the Board are actioned through the Chief Executive Officer and staff of the organisation.

As Board members are directors of the organisation applicants must:

- Be at least 16 years old
- Not be an undischarged bankrupt
- Not be a disqualified director

### **Remuneration**

The post of the Board member is voluntary post for which approved expenses will be paid, subject to charity guidelines.

## **2. GENERAL PURPOSE**

The general purpose of board member is to take an active part in:

- setting the strategic direction of Artlink
- setting overall policy for Artlink
- setting objectives for Artlink and evaluating progress in relation to these
- being the guardians of the values and the reputation of Artlink

## **3. TASKS**

Board members are expected to:

- Attend Board and other relevant meetings, having done any necessary preparation to help them to take full part in the business of the meeting
- Play their part in sub-committees, working groups and training and development events
- Work as a team
- Attend Artlink functions, such as exhibitions and events
- Be enthusiastic advocates for the work of Artlink
- Take part in fundraising
- Take part in regular appraisals of how they are doing and whether there is anything getting in the way of them doing their job as a Board member.

## **4. RESPONSIBILITIES – LEGAL DUTIES**

Board members have various legal duties. In practice this means they must make sure that Artlink always works in accordance with charity, company and the general law. Artlink always works in accordance with its founding documents. In particular Board members must make sure that Artlink:

- does work compatible with its objectives
- uses its resources for activities relating to its objectives
- is being managed efficiently
- is financially stable
- property is protected and managed well and that any funds are properly invested

- complies with the rights of staff, volunteers and other people using Artlink's buildings and services in relation to Health and Safety, safeguarding, data protection, employment law and anti-discrimination law
- has a Risk Register which is regularly reviewed

### **How to Apply**

Please return the application and equalities forms by email to: [info@artlinkedinburgh.co.uk](mailto:info@artlinkedinburgh.co.uk) or print and post to Artlink, Board Member Application, 13a Spittal Street, Edinburgh, EH3 9DY

For informal enquires please email Vanessa Morrison at Artlink [info@artlinkedinburgh.co.uk](mailto:info@artlinkedinburgh.co.uk)

### **Application Deadline**

29th May 2026 by noon.

Interviews will take place on Zoom the week of 8th June by arrangement.

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 ArtlinkEdinburgh

 artlinkedinburgh

[www.artlinkedinburgh.co.uk](http://www.artlinkedinburgh.co.uk)

[linktr.ee/artlinkedinburgh](https://linktr.ee/artlinkedinburgh)

# **BOARD MEMBER APPLICATION FORM**

Please answer all questions. Sign and date the form. Artlink encourages applications from disabled people. Please tell us any reasonable adjustments we can make to help you with this application form.

## **1. PERSONAL INFORMATION:**

First Name:

Last Name:

Email Address:

Street Address:

Post Code:

Phone Number:

## **2. DETAILS:**

a. Please read the Artlink Board Member Information and tell us why you meet the criteria.

b. Tell us why you are interested in the work of Artlink?

c. How did you hear about this opportunity?

d. Is there anything else you would like to add?

e. Referees - please give us the names and contact details of two referees. Please indicate how you know them.

Name:

Contact:

Relationship:

Name:

Contact:

Relationship:

Signed

Date:

Thank you for your interest in Artlink and for completing this application form.  
Please return the form by 29th May 2026 at noon. Email to: [info@artlinkedinburgh.co.uk](mailto:info@artlinkedinburgh.co.uk) or  
print and post FAO Kara Christine. Information in pack above.

This application form can be provided in whatever format is needed.

# Equal & Diversity Monitoring

Artlink is committed to eliminating discrimination and encouraging diversity. To that end the purpose of this policy is to provide equality and fairness in our employment (paid or voluntary) and our activities, and not to discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation. We oppose all forms of unlawful and unfair discrimination.

Artlink wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section. Please return the completed form in by email to Vanessa Morrison, [info@artlinkedinburgh.co.uk](mailto:info@artlinkedinburgh.co.uk)

Please answer by underlining the most appropriate option.

1. **Gender**

Man    Woman    Non-binary    Prefer not to say

If you prefer to use your own term, please specify here:

2 **Gender Identity**

Trans is an umbrella term for people whose gender identity in some way differs from the gender they were assigned at birth. Using this definition, do you now or have you ever identified as trans?

Yes    No    Prefer Not to Say

3. **Are you married or in a civil partnership?**

Yes    No    Prefer Not to Say

4. **Age**

16-24    25-29    30-34    35-39    40-44    45-49  
50-54    55-59    60-64    65+    Prefer not to say

5. **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

**a. White**

Scottish Welsh English Northern Irish Irish British Gypsy or Irish Traveller

Prefer not to say Any other white background, please specify:

**b. Mixed/multiple ethnic groups**

White and Black Caribbean White and Black African White and Asian

Prefer not to say

Any other mixed background, please specify:

**c. Asian/Asian British**

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please specify:

**d. Black/ African/ Caribbean/ Black British**

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please specify:

**e. Other ethnic group**

Arab Prefer not to say Any other ethnic group, please specify:

**6. Do you consider yourself to have a disability or health condition?**

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give

your best at work? Please specify:

*The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this the manager running the recruitment process if you are an applicant.*

**7. What is your sexual orientation?**

Heterosexual   Gay woman/lesbian   Gay man   Bisexual

Prefer not to say

If you prefer to use your own term, please specify:

**8. What is your religion or belief?**

No religion or belief   Buddhist   Christian   Hindu   Jewish   Muslim   Sikh

Prefer not to say   If other religion or belief, please specify:

**9. Do you have caring responsibilities?**

None

Primary carer of child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say