CHEAD

The Council for
Higher Education in Art & Design
Arts, design, creative media
and related disciplines

Associate Trustee

2026-2027

Recruitment Pack

Thank you for your interest in this opportunity to play a significant role in the direction of an engaged, dynamic and active organisation, passionate about art & design and creative disciplines higher education.

CHEAD provides leadership and an inclusive, cohesive body for and on behalf of higher education art & design and creative disciplines in the UK, advancing knowledge and understanding in the sector and promoting the sector's interests to others.

The role of the CHEAD Board of Trustees is to carry out CHEAD's charitable purposes for the public benefit and represent and respond to the demands of the membership.

This pack aims to help you decide whether the role of Associate Trustee is right for you and provide information on the appointment process.

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CHEAD’s Board of Trustees

The Charities Act 2011 defines charity trustees as the people who have general control of the administration of the charity.

For CHEAD the Board of Trustees comprises:

- Three ‘Honorary Officers’ comprising the Chair, Vice-Chair and Honorary Treasurer
- Up to six elected Trustees
- Up to four co-opted Trustees
- Up to two expert Trustees.

The role of the Board of Trustees is to carry out CHEAD’s charitable purposes for the public benefit and represent and respond to the demands of the membership.

The Board of Trustees should react positively to such changes in the sector (and their consequences) as arise from time to time and be proactive at all times on behalf of the interests of the membership. The Trustee Board act together as a group, not as individuals.

CHEAD’s Associate Trustee

CHEAD is committed to developing a diverse and inclusive leadership across higher education art & design and creative disciplines.

As part of this commitment, we have created a 12-month programme for an Associate Trustee to provide an opportunity for emerging leaders to gain first-hand experience of charity governance and strategic leadership.

Associate Trustees will participate in Board meetings, contribute to strategic discussions and work alongside experienced trustees to develop their understanding of governance, leadership and the work of CHEAD.

The Associate Trustee is not a member of the Board and will not have voting rights nor the legal responsibilities of charity trustees, but they will be expected to contribute fully to discussions, prepare for meetings and act as ambassadors for CHEAD.

The programme is designed to build confidence, develop governance skills and create a pathway for future trustee appointments across the higher education and charity sectors. Associate Trustee will receive mentoring and support throughout their term.

To be eligible to apply for this role, you must work within a CHEAD member institution. Individuals wishing to submit an application should complete an application form responding to questions which can be submitted in written, video or audio format via the CHEAD website.

The Role

Purpose of the role

To support the work of the CHEAD board while gaining practical experience of charity governance and strategic leadership as part of a development opportunity.

Responsibilities

The Associate Trustee is expected to:

- Attend and actively participate in trustee meetings.
- Read board papers and prepare for meetings.
- Contribute ideas, insight and constructive challenge to Board discussions.
- Develop an understanding of charity governance and trustee responsibilities.
- Work collaboratively with CHEAD's trustees and directors.
- Act as an ambassador for CHEAD within the sector.
- Participate in mentoring and development opportunities throughout the programme.
- Maintain confidentiality and uphold the highest standards of integrity.

Development opportunities

During the programme, the Associate Trustee will have the opportunity to:

- Develop knowledge of charity governance and strategic leadership.
- Gain insight into Board decision-making.
- Build confidence contributing at Board level.
- Join and contribute to CHEAD working groups.
- Receive mentoring from an experienced trustee.
- Enhance your professional and leadership development.

If you would like to have an informal conversation about the role, please contact the Director of Membership and Operations joanie@chead.ac.uk

Who are we looking for

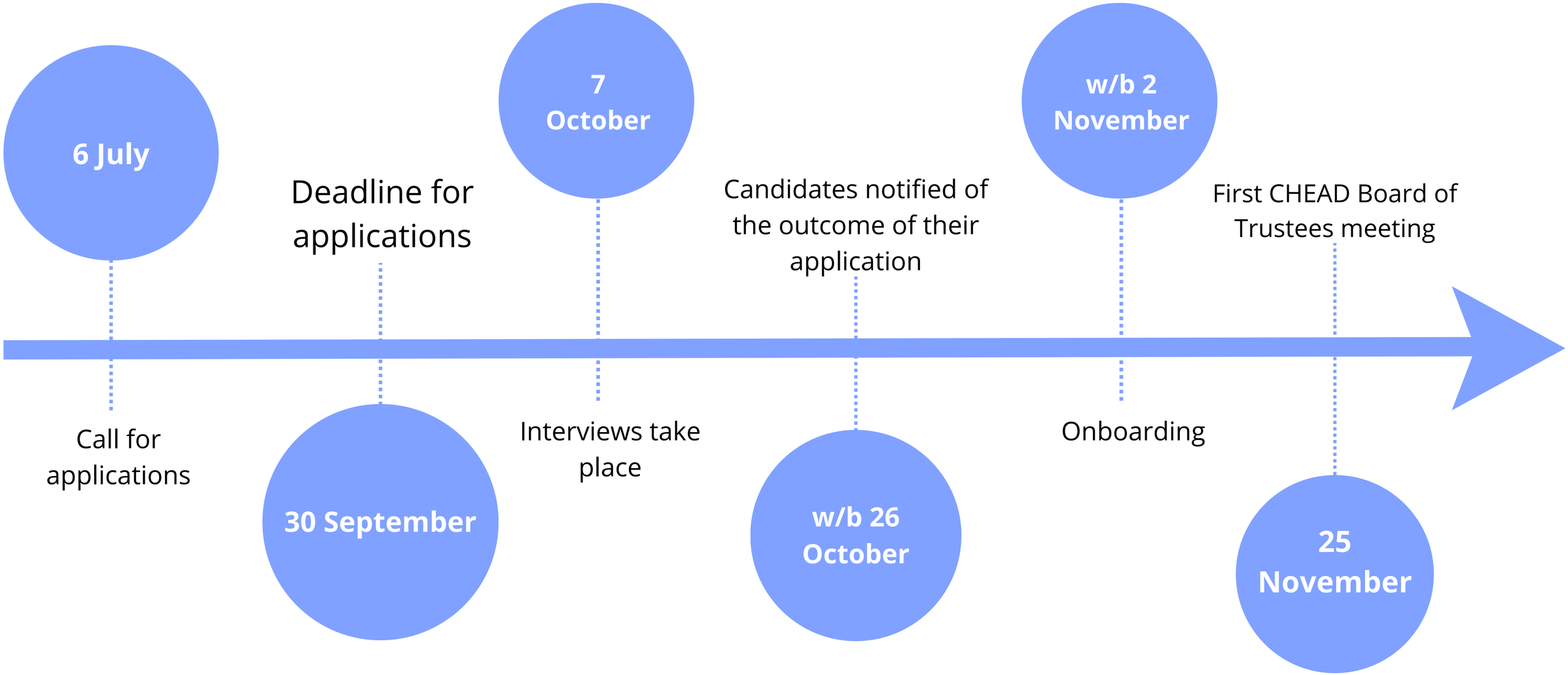
CHEAD’s Equity, Diversity and Inclusivity mission is as follows;

At CHEAD we believe art is essential and this anchors all our EDI commitments to be a truly intersectional organisation of distinction, trust, and activism. We believe that challenging patriarchal narratives through a people and planet centred approach to art & design and creative disciplines is key to solving our national and global challenges.

By compassionately challenging ourselves and art & design and creative disciplines HE to learn new intersectional narratives and ways of working that embrace and empower diverse communities, we hope to pave the way for more equitable futures across the art & design and creative industry.

We are committed to ensure that at all levels within the organisation, we are working towards equity, diversity, and inclusion. This means that we particularly want to ensure the organisation’s Board is reflective of our mission to dismantle institutional models and hierarchies that embed inequality and discrimination within art and design and creative disciplines.

Application Process and Timeline



Reasonable Adjustments

We want to ensure that everybody can apply and be part of our recruitment processes, if you may need reasonable adjustments, please indicate this in the application process. If you're invited to an interview, we will reach out to you to find out how we can best support you. Alternatively, you can contact joanie@chead.ac.uk to discuss what support you might need.

Examples of adjustments that we could make:

- Booking the interview at the most accessible time
- Sharing interview questions ahead of the interview
- Time for thinking pauses
- Having the camera off during the interview

Benefits For You

Some of the benefits former trustees have reported include:

- Satisfaction of being closely involved in the strategic planning and decision-making of a national body.
- Having the latest information and news of the sector.
- Being aware of latest government and funding council policies and decision making.
- Invaluable networking opportunities inside and outside of HE.
- Opportunities to speak to national and international peers.
- Professional development opportunities, e.g. presenting and speaking at events, acting as a specialist advisor, involvement in case studies, meaningful consultation as an advocate and making useful new contacts through public engagement.

Many Trustees say that serving on a board is the best education they have received in dealing with real and often complex strategic, organisational and policy issues.

Benefits For Your Institution

There is a compelling argument for institutions to support employees to take on trustee roles. There are many benefits to both individuals and the institution in doing this including:

- Employee fulfilment
- Develop networks in the sector
- Cost effective personal development
- Gaining knowledge of art & design and creative discipline higher education sector issues

Institutions benefit as their employees gain board and networking skills and are giving something back to the sector.

Institutions recognise that supporting staff to take up trustee roles is a good way for their staff to share their knowledge and experience, while also offering them an exciting, alternative professional development opportunity, providing them with skills they couldn't gain from traditional management training.

Institutions benefit as their employees gain board and networking skills and a sense of satisfaction and accomplishment they are giving something back to the sector.

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