

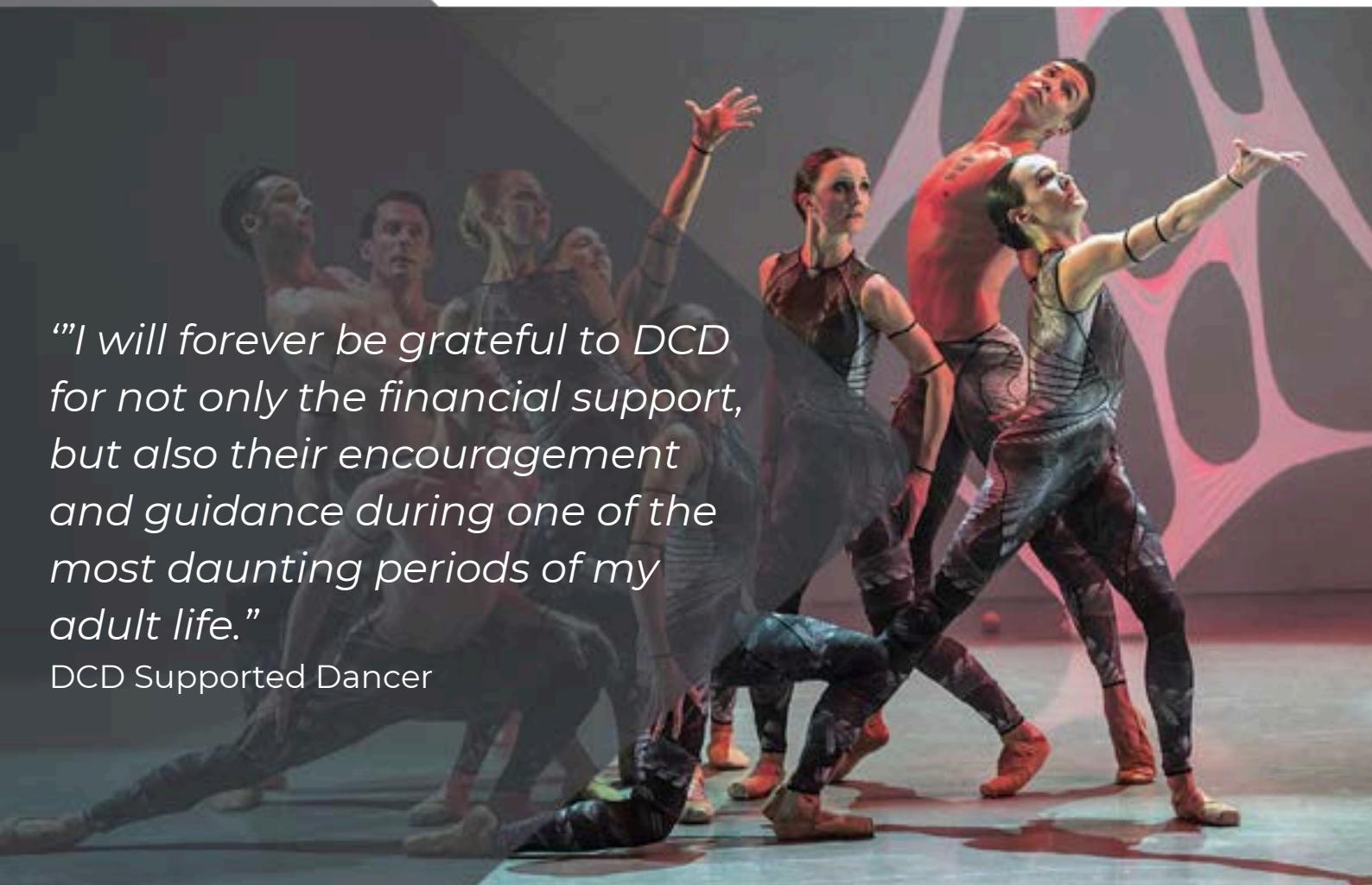


Finance, Audit & Risk Sub-Committee of the Board

Recruitment Brochure

“I will forever be grateful to DCD for not only the financial support, but also their encouragement and guidance during one of the most daunting periods of my adult life.”

DCD Supported Dancer



Ambitious
for Dancers

Thank you for your interest in this role
and in working with Dancers' Career
Development.

CONTENTS

Welcome from the Chair of the Board of Trustees.....	03
About Dancers' Career Development.....	05
Committee Member profile.....	07
Key responsibilities.....	08
Person specification.....	09
How to apply.....	10

Image:
DCD EVOLVE London workshop

Photography: Nick Ford



Image:

Maiya Leeké

DCD former EDI Working group member
Candoco Dance Company

WELCOME FROM THE CHAIR OF THE BOARD OF TRUSTEES

Thank you very much for your interest in Dancers' Career Development (DCD).

A strong and vibrant charity is at a transformative time in its history. 2023/24 marked DCD's 50th anniversary and we embarked on a new chapter with our recently appointed Executive Director, Vanessa Lefrançois.

DCD is ambitious for dancers' futures: a national charity supporting professional dancers' progression to meaningful, sustainable careers after leaving the stage. We are here for every dancer – from every performance genre, background or UK location, and at every career stage.

We design and deliver world-leading personal development programmes that are dynamic, evidence-based and responsive to the needs of all dancers in exploring and building their post-performance careers, within and beyond the arts sector.

DCD is a curious and agile charity, able to flex to best respond to the needs of those we support as the general landscapes continue to evolve.

We aim to think differently and to foster a culture of commitment to self-development, learning and growth. DCD believes in the power and potential of individuals. We recognise dancers as unique human beings, with exceptional skills and qualities.

In September 2023 we started a year of dancer and fundraising focused activities throughout the UK, to celebrate our 50th Anniversary. 2024-25 provided a significant opportunity for the charity to raise its profile and increase its impact, building on the success of its inaugural 50 years.

We are seeking a new Co-opted Committee Member with finance expertise and an interest in dance to join our welcoming and experienced Finance, Audit & Risk Sub-Committee of the Board of Trustees. Our ideal candidate will have a good understanding of the requirements of charity governance and risk.

If you are interested in an informal, confidential conversation about the role, we would be delighted to have a conversation.

We very much look forward to hearing from you.

Charles Glanville

Chair of the Board of Trustees

Image: **Ingrid Mackinnon**
Choreographer,
Movement and
Intimacy Director,
DCD Trustee

Photography:
Gabriel Mokake



“A practical, friendly and firm hand to hold you while you ponder, while you feel lost, or while you try and build something new. A lifeline, even.”

Dancer & Personal and Career Coaching Participant

WHY BECOME A DCD COMMITTEE MEMBER?

DCD is the national sector leader specialising in dancer career transition. We design and deliver world-leading personal development programmes that are dynamic and responsive to the needs of dancers exploring and building post-performance careers, within and beyond the arts sector. We work with our international counterparts at IOTPD to ensure dancers have healthy, sustainable and rewarding careers.

DCD works in partnership with, and is grateful for the support of, six national dance companies: The Royal Ballet, English National Ballet, Scottish Ballet, Northern Ballet, Birmingham Royal Ballet and Rambert.

We also deliver an annual cycle of activities including our Education programme for dancers commencing performing careers; coaching, skills, wellbeing and psychological resilience workshops for all professional dancers; retraining grants; and mentoring schemes for dancers nearing/at the end of their professional performing careers.

To celebrate our 50th year, DCD embarked on a series of regional events to increase awareness of our charitable work: from the opportunities and guidance we provide dancers entering the profession to those transitioning at the end of their performing careers. An important element of our 50th Anniversary was to reconnect with our extensive number of beneficiaries, to celebrate their stories and develop our global DCD Alumni community – inspiring future leaders and change-makers within and beyond the creative industries.

During the pandemic, DCD rapidly increased our work supporting freelance / independent artists (over 2,000 during the pandemic alone). Our aim is for this area of our operations to grow, with the aid of a significant increase in fundraised income. DCD is implementing its new fundraising strategy to diversify and increase philanthropic revenue which is anticipated to represent 57% of the total income in 2025-26. Current income sources are paid for services, Trusts & Foundations, individual donors and corporate sponsorship.

Our work is designed to engage dancers as they enter the profession, enable them to explore career options and enhance their skills, empower them to progress their careers in and beyond the arts sector, and eventually be role models to future generations of dancers from all genres and backgrounds.

OUR STRATEGIC PRIORITIES

During 2024-25 we began a period of business and digital transformation: we will be ambitious and deliver quality programmes which embed EDI and deliver greater equity to independent dance artists.

Our three key objectives are to:

- Deliver bespoke, relevant, accessible and dynamic programmes, to meet the needs of individual dancers and the challenges they face, leading up to and during career transition.
- Be financially resilient and raise significant additional funds, to deliver appropriate levels of financial support and guidance, to avoid limiting dancers' career ambitions.
- Raise DCD's profile via strategic partnerships, across the UK and internationally, in order to deliver greater equity of support to dancers from all genres as they develop their careers.

OUR VALUES:

Dancer-led: Dancers are at the heart of everything we do. Dancers inform our decision making, co-create our programmes and help us elevate their voices, within and beyond the dance sector.

Pioneering: Building on our heritage as the first dancer career transition programme globally, we continue to develop our expertise, be forward-thinking, courageous and world-leading.

Ambitious: We are ambitious for dancers. There is no limit to what dancers are able to achieve with the right interventions, inspiration and support.

Supportive: We are supportive of the dancers and partners we work with, and each other. We are committed to realising dancers' potential and respect their individuality and unique path.

Accountable: We are accountable to the dancers we support, our funders, partners, supporters and to each other.

Inclusive: We commit to embed Equity, Diversity & Inclusion in our programmes and culture, with a commitment to delivering greater equity of opportunity to independent dancers.



“To me, DCD embodies guidance, inclusivity, open-mindedness, and possibility.

Not only have they opened doors for me to venture into new fields and equipped me with all the resources necessary to pursue a Masters degree in Education & Technology at UCL, but they have also persistently shaped through their workshops, events and coaching sessions both my mindset and that of the whole industry.

My gratitude towards DCD is everlasting.”

Edit Domoszlai, former Rambert dancer and DCD retraining grant recipient, REACH ambassador and Beyond Dance mentee

Photography:
Camilla Greenwell

Committee Member profile

This is an exciting time to join, as DCD as it builds on its 50 year legacy, strategic partnerships and international connections.

The role of a Committee Member is voluntary (unpaid). You will work closely with the Chair of the Finance, Audit & Risk Sub-Committee, Treasurer, fellow Committee Members and the Executive Director to deliver the strategic priorities of DCD and to realise DCD's charitable objectives, as outlined in our Articles of Association, which are:

- 1.** The advancement in life of dance students which is achieved through, in particular but not exclusively, the provision of support, advice and assistance;
- 2.** The relief of unemployment of professional dancers in such ways as the Trustees think fit including by the provision directly or indirectly of advice, coaching, vocational training and re-training;
- 3.** To carry out such other legally charitable purposes for the benefit of such persons as aforesaid as the Trustees shall from time to time determine.

Dancers' Career Development's Trustees and Committee Members bring a wealth of diverse expertise and skills to the organisation and are highly engaged in the organisation's charitable work. Trustees oversee the strategic direction of the charity, advising and supporting a small team of experienced staff in multiple aspects of their work, to ensure DCD delivers high quality services to the widest possible pool of dancers.

As a member of the Finance, Audit & Risk Committee, you will have significant responsibility and work closely with colleagues to oversee the charity's funds and help secure the organisation's long-term financial resilience.

We are seeking someone who has experience of being a Treasurer or Finance, Audit & Risk Committee Member (preferably in the charity sector) and has a good understanding of the requirements of charity accounting and governance.

DCD's loyal and experienced team are committed to championing the charitable work of our organisation nationally and growing our network of supporters. Staff and DCD volunteers have a passion for the arts and in particular for dancers, whose careers are precarious and often short (the average age a dancer retires from performing is 35).

All Trustees and Committee Members are instrumental in agreeing DCD's strategic priorities and monitoring the charity's impact across the UK, whilst fulfilling their governance role and responsibilities.

Trustees and Committee Members work to their individual strengths as a collaborative team in the interests of DCD, volunteering their time to work as appropriate on our sub-committees and groups, which currently comprise of: Finance, Audit and Risk Committee, Grants Committee and Equity, Diversity and Inclusion Working Group.

THE FINANCE, AUDIT & RISK COMMITTEE HAS TWO FUNCTIONS:

1. To provide the Board of Trustees with an independent assessment of DCD's external audit and statutory annual accounts, with the objective of providing assurance of the quality and reliability of the published statements; and
2. To review/oversee the establishment and maintenance of effective systems of governance, risk management, internal controls, and an appropriately robust financial and legal framework, across the whole of DCD's activities, that support the achievement of the organisation's objectives and strategic goals.

SPECIFIC DUTIES OF THE FINANCE, AUDIT & RISK COMMITTEE INCLUDE:

1. **Financial reporting:** review DCD's statutory financial statements and reports; monitor the integrity and reliability of the financial information; discuss any issues arising from the audit; ensure compliance with accounting standards; recommend to the Board of Trustees the "going concern statement" with evidence to support; ensure compliance with established financial controls.
2. **Audit:** oversee DCD's relationship with the auditors including the appointment, terms of engagement, scope and, if necessary, removal; review auditors' findings in discussion with the Executive Director; review the audit representation letters before consideration by the Board of Trustees; confirm auditors' impartiality so it does not impair their independence or objectivity.
3. **Risk and internal control:** review the effectiveness of the systems for the identification, assessment and management of financial and non-financial risk; consider non-financial risks, insofar as they impact on the commercial or financial position of DCD or its reputation; review DCD's procedures for detecting fraud, bribery and whistle blowing to ensure effective, confidential reporting mechanisms are in place.
4. **Terms of reference annual review:** review the committee's TOR and its own effectiveness and that of its Chair annually and recommend any necessary changes to the Board of Trustees.



Person Specification

ESSENTIAL SKILLS AND EXPERIENCE

- Experience working in senior financial and/or audit roles.
- Experience of overseeing/managing company strategic, operational and reputational risk.
- Knowledge of legal compliance (preferably in the charity sector).
- The experience and ability to scrutinise management accounts and other financial documents.
- Commitment to DCD's core purpose and values.
- Understanding of and commitment to equity, diversity and inclusion within DCD and across its programmes.
- Able to devote sufficient time to fulfil the role effectively.

DESIRABLE SKILLS AND EXPERIENCE

- Charity governance experience, preferably in the accounting and/or arts sector.
- Interest in the performing arts and the career development of professional dancers.
- An interest in and understanding of the current challenges in the arts and cultural sector and wider economy, and the impact on freelance workers.

TIME COMMITMENT AND TERM OF OFFICE

All Committee Members need to have the capacity to fully commit to their role and contribute to discussions and decision-making. Committee Members are also expected to volunteer time to advise staff in relation to their area of expertise and act as a DCD Ambassador at events such as fundraisers.

The time commitment is approximately two-three days a year and includes:

- Quarterly Finance, Audit & Risk Committee meetings held prior to each Board meeting.
- Attend DCD events, optional but encouraged.

Please be advised that meetings take place online via Microsoft Teams or Zoom.

Committee Members are appointed for an initial term of three years. They must stand down at the end of their three-year term but can be re-elected immediately for a further three years, with the option to extend this for one more year at the end of the second three-year period.



How to apply

To apply for the role please email a CV, written expression of interest and professional reference to recruitment@thecd.org.uk stating FAR Committee in the email subject. Please also complete DCD's Equity, Diversity and Inclusion Monitoring Form [here](#).

If you would like to arrange a confidential, informal conversation about the role with no obligation, please contact Georgina Robbins, Trustee and Chair of Finance, Audit & Risk Sub-Committee, by emailing recruitment@thecd.org.uk stating FAR Committee in the email subject.

Deadline for Applications: Monday 9 February

Interviews will be held in February, subject to candidates' availability.

Applications will be considered by a panel of Trustees, with suitable candidates invited to interview.

Please let us know if you have any additional requirements to support your application.

DCD operates a Positive Action policy (Equality Act 2010) to better represent the dance communities we support and to reflect our wider society. DCD is an inclusive charity that believes diversity leads to better decision making. We positively encourage and welcome applications by people who identify as from the Global Majority and/or people who identify as D/deaf, disabled and/or neurodivergent. Those who do and meet the essential criteria listed in the person specification will be guaranteed an interview.

Data Protection Act, 2018. The information that you provide as part of your application will be used in the selection process only. All information about you will be securely held and access restricted to colleagues directly involved in dealing with the selection process. Unless you are appointed your data will be kept for 6 months following the closing date and then destroyed. By submitting your application and the selection monitoring questionnaire, you are giving your consent to your personal data being stored and processed by DCD.

You can find our privacy notice here: www.thecd.org.uk/privacy-policy/

Legal status: Dancers' Career Development is a company limited by guarantee registered in England and Wales (registered company number 10137622) and a registered charity (registered charity number 1168958) whose registered office is International House, 61 Mosley Street, Manchester M32 3HZ.

Committee Members are expected to comply with legal, financial and fiduciary duties under company law and charity law.

In compliance with charity law this is an unpaid voluntary position. Reasonable expenses may be claimed including travel costs, access support costs and childcare costs for attending meetings.

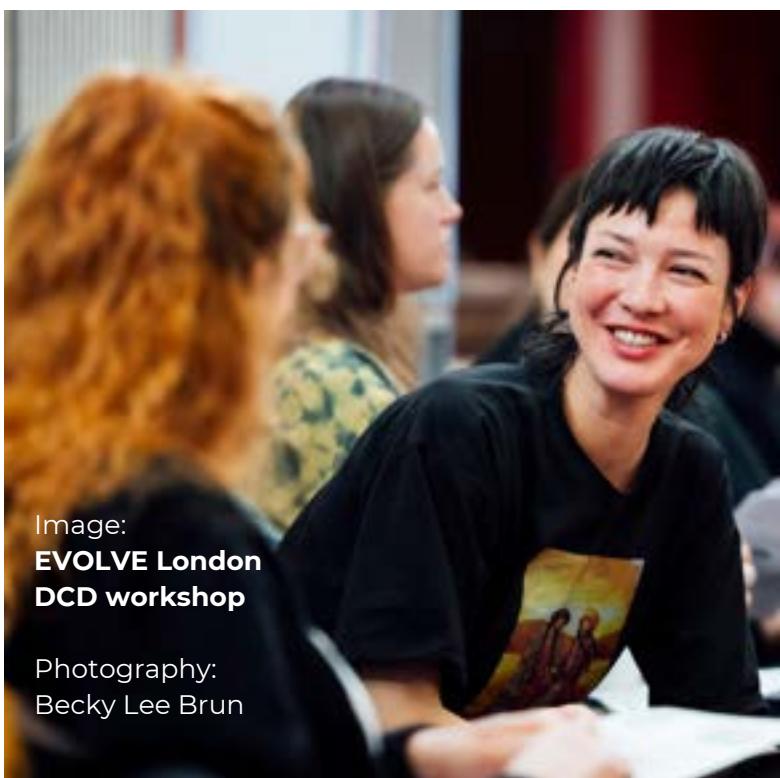


Image:
EVOLVE London
DCD workshop

Photography:
Becky Lee Brun

We hope this pack contains all relevant information but please do take a look at our website and social media platforms for more information on DCD:

Instagram: @dcd_dancers

Facebook: @dancerscareerdevelopment

LinkedIn: @dancers-career-development

www.thedcd.org.uk

Contact

Georgina Robbins

Trustee and Chair of Finance, Audit & Risk Sub-Committee

recruitment@thedcd.org.uk

Please state FAR Committee in the email subject of all correspondence.



“Dancers’ Career Development have been extremely supportive throughout my retraining. I think this organisation literally saves lives.”

DCD Supported Dancer

Image (back):

Constance Devernay

Scottish Ballet Principal

Photography: Graham Wylie

Image (front):

Northern Ballet dancers

Kenneth Tindall's 'The Architect'

Photography: Emma Kauldhar