



Trustee Recruitment Pack

Call for Honorary Treasurer Trustee for Highly Sprung

HELLO... WE ARE HIGHLY SPRUNG...

Highly Sprung is a physical theatre company where performances and participatory projects are produced with and for new audiences of children and young people. Working together is at the core of everything we do. Our inclusive shared approach to physical theatre creates a physical language that enables children and young people to tell stories and explore global themes, using accessible, gestural, high-energy, and often risk-taking dynamic movement. We share stories through movement that speaks of the world our children and young people will create their futures in.

Highly Sprung use physical theatre to invite collaboration, contribution, and discovery. Celebrating difference and the unique physical language that our way of working produces when creating performance work or delivering learning experiences. We are England's physical theatre company for children and young people.

Vision...

To inspire, enable and create better lives for children and young people through physical theatre.

Highly Sprung Performance is a CIO registered in England & Wales. Registered charity number: 1178239

Registered Office: Daimler Powerhouse, Sandy Lane Business Park Coventry CV1 4DQ

M: 07810263355 E: team@highlysprungperformance.co.uk www.highlysprungperformance.co.uk

Mission...

Highly Sprung tell compelling and relevant stories using physical theatre where text moves and movement speaks. Providing access to our work with and for children and young people to produce bold, spectacular performances and unforgettable experiences in unexpected ways, spaces, and places that inspires change. We champion the thoughts, feelings and opinions of children and young people and produce physical theatre with and for them that is valued as a legitimate dimension of our national arts sector and as an essential part of growing up that can create better lives.

Who we are looking for – Honorary Treasurer

We welcome applications to the role of Honorary Treasurer from those of all ages and backgrounds and particularly welcome applications from those who may not have previous experience of Board roles.

For the Honorary Treasurer Trustee we are looking to source experience of:

- Finance
- Accounting
- Audit & Risk

We estimate that this role will require the investment of time of approximately 1 – 2 days a month which will include, preparation for and attendance at a minimum of 3 meetings per year, plus an annual away day and additional subcommittee meetings. The Honorary Treasurer will also be required to spend time working directly with Highly Sprung Directors and preparing for Board Meetings.

Duration of Board Membership

The term of office for Trustees is 3 years and good governance practice suggests a maximum of 9 years. We ask that anyone planning on stepping down gives 3 months' notice, advising the Chair of their decision well in advance of the next meeting date.

Remuneration

Membership on the Board of Highly Sprung is voluntary.

Trustees can be reimbursed for costs that they've incurred in their role. This can include travel, meals, childcare while at trustee meetings, postage and telephone calls. Highly Sprung Performance can only reimburse actual costs, and pay against receipts. Extra money may be regarded as taxable income. Unless by personal choice, no trustee should be 'out of pocket' as a result of carrying out their normal duties and responsibilities.

Benefits

Treasurers can be given membership of The Honorary Treasurers Forum, and have access to its resources and support (including their [Honorary Treasurer's Handbook](#))

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The role of Honorary Treasurer offers a Pro Bono opportunity for your employer to offer your time in support of the charity whilst you gain an opportunity to develop leadership, communications and other skills.

Board Ethos

The Board of Highly Sprung endeavours to approach its role through:

- Respect
- Listening
- Being proactive & enthusiastic
- Active involvement in and out of board meetings, but not involved in executive or operational detail.
- Alignment of values
- And in accordance with the Highly Sprung Code of Conduct (below).

The board undertakes its activities in compliance with the Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

The Board works within the framework of Julia Unwin's five modes of high performing boards: Support, Stretch, Scrutiny, Stewardship and Strategy

Role Description

The role of Honorary Treasurer of the Highly Sprung Board is to ensure, with the other trustees, that the charity acts in accordance with its constitution and to manage its activities in furtherance of the purposes set down in that constitution.

Note: The charity is registered as a charity in the form of Charitable Incorporated Organisation (CIO)

Every trustee has legal responsibilities and potential liabilities in that capacity. The Board are asked to contribute to ideas and offer advice and experience on decisions which affect the ongoing work and growth of the organisation. The Board offers leadership to the directors and acts in the interests of the children, young people and audiences Highly Sprung serve, to ensure that the organisation observes best practice in governance and is accountable for the charity's actions and resources.

The Overall Role

- To monitor the financial administration of the charity and report to the Board at regular intervals on its state of financial health, in line with best practice, and in compliance with the constitution and legal requirements.

The main responsibilities and duties of the treasurer include:

- Oversight & presentation of budgets, internal management accounts and annual financial statements to the Board

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- Leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled and spent, in line with good governance, legal and regulatory requirements
- Leading in the development and implementation of financial reserves & cost-management policies
- Liaising with members of staff responsible for the financial activities of the organisation
- Chairing any finance committee in line with standing orders and terms of reference, and reporting back to the Board
- Monitoring & advising on the financial viability of the charity
- Overseeing the implementation and monitoring of specific financial controls and adherence to systems
- Advising on the financial implications of the charity's strategic plan
- Overseeing the charity's financial risk management process
- Board-level liaison with the external auditors (not currently applicable, but may be in the near future)

General Duties of the Board

- Understand the aims and objectives of Highly Sprung
 - Agreeing and helping to develop strategic direction and monitoring its delivery
 - Agreeing the annual budget and monitoring its delivery
- Identifying key risks and ensuring those risks are mitigated and/or managed ensuring good governance
Support the organisation and act as an advocate on behalf of the charity
- Contribute to the effectiveness of Highly Sprung by supporting activities
- Providing support and mentoring
- Where appropriate, take a lead on specialist areas
- Ensure that the views and interests of Members are given a voice and contribute to the strategic direction of Highly Sprung
- Ensuring that mechanisms are in place to measure the effectiveness of the Board
- Ensuring conflicts of interest are managed
- Being aware of the charity's legal and other obligations

Additional Information

Location

Highly Sprung are based in Coventry, UK at Daimler Powerhouse.

Timeline

Deadline to apply: 5pm, Friday 17th April 2026

Shortlisting: w/c 20th April 2026

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Candidates can be expected to be contacted by: **Friday 24th April 2026**

Interviews: **w/c 27th April 2026**

Our Board

Simon Goldhill, Chair

Ros Adams

Emma Gibbons

Siân Lewis

Steve McCourt

Carly Mee

Jo Trowsdale

Equal Opportunities

Highly Sprung are committed to increasing the diversity of our team and being truly inclusive, to reflect the communities we create work for and with. As the group of people ultimately responsible for the charity and with the power to determine strategy and direction, it's vital that our board of Trustees are diverse in thought and lived experience.

We particularly encourage applications from people who are underrepresented in the cultural sector including people of the global majority, disabled people, people who identify as trans, gender-diverse and part of the LGBTQIA+ community. We also encourage applicants who are under the age of 45, who are specifically currently underrepresented on our board.

Highly Sprung are based at Daimler Powerhouse in Coventry, the building and office are fully accessible to wheelchair users.

Highly Sprung is an equal opportunities employer and has an Equity, Diversity and Inclusion Plan aimed at improving representation across our work.

Trustee Annual Return

The most recent Trustee Annual Return for the financial year ending 31st March 2025 is available on the [Charity Commission website](#)

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Application

To apply, please complete the online application form here:

<https://forms.gle/cMRtQ7jEpoVJD8QT9>

We also accept applications answering the above questions via film or audio application.

If you have any additional access requirements, please contact

sarah@highlysprungperformance.co.uk

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Appendix 1 - Highly Sprung Code of Conduct

The purpose of the Code of Conduct is to set out standards of behaviour expected from staff, volunteers and trustees of Highly Sprung Performance. All staff, volunteers and trustees should read and comply with this Code of Conduct.

Highly Sprung's Purpose

For the public benefit, to promote, improve and advance education in, and appreciation of, the arts of dance, drama and physical performance in particular but not exclusively among children and young people through the facilitation and management of educational workshops, participatory arts projects, group work, residencies and events.

Highly Sprung's Values

○ **Playful**

We are serious about play. We know that learning happens through play and that play provides the possibility of new ideas. We ensure our way of working creates safe spaces to imagine, explore, and discover.

○ **Welcoming**

To us inclusivity means we see the individual in everything we do. We are always open to new ideas and new ways. Our way of working is accessible, meeting you where you are. We care.

○ **Bold**

We are always ambitious about what can be achieved with and for children and young people. Our work extends beyond perceived limitations, implementing new approaches and challenging convention. We see the power of children and young people and this inspires us and motivates us to work with them to harness it. We bring about positive change that can be big or small but is always lasting.

All staff, volunteers and trustees should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their job or role description to a satisfactory standard.
- Performing their duties to the best of their ability in a safe, efficient and competent way.
- Following Highly Sprung's policies and procedures as well as any instructions and directions reasonably given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity and respect.
- Acting in a way that is in line with the purpose and values of Highly Sprung and that enhances the work of Highly Sprung
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with Highly Sprung
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people, in line with training provided to them.
- Reporting any health and safety or safeguarding concerns even if it is not within their specific area of responsibility.
- Raising concerns about possible wrongdoing in the workplace with Sarah Worth, Executive Director (or Chair of Trustees) in line with Highly Sprung's whistleblowing policy.
- Directing any questions regarding Highly Sprung's policies, procedures, support or supervision to the Executive Director.
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Highly Sprung's grievance procedures.
- Respecting the privacy of individuals and use confidential information only for the purposes for which it was intended.
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their employment or engagement with Highly Sprung, returning any such documents, material or devices in their possession.

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- Seeking authorisation before communicating externally on behalf of Highly Sprung.
- Declaring any interests that may conflict with their work or the work of the charity (e.g. other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees, volunteers and trustees may seek guidance from the Governance and Charity Administrator.
- Undertaking relevant training to maintain and improve knowledge, skills and work practices.
- Dressing appropriately and safely for the work they are engaged to undertake and for the environment in which they are working.
- Disclosing the fact that they have been charged with, or convicted of, a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to Sarah Worth, Executive Director. This may have implications for their employment or engagement. *For the avoidance of doubt, staff, volunteers and trustees are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to Highly Sprung, unless carrying out Regulated Activity with Children and Young People .*

Staff, volunteers & Trustees are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.).
- Engage in any activity which may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community).
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during working hours.
- Provide a false or misleading statement, declaration, document, record or claim in respect of Highly Sprung, its volunteers, employees or charity trustees.
- Engage in any activity that may damage property.

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- Take unauthorised possession of property that does not belong to them.
- Use, nor allow the use of, Highly Sprung's property, resources, or funds for other than authorised purposes.
- Engage in illegal activity in the workplace.
- Improperly disclose, during or after their employment or engagement with Highly Sprung, confidential information gained in the course of their work;
- Seek or accept gifts, rewards, benefits or hospitality from a third party in the course of their work, which might reasonably be seen to compromise their integrity or personal judgement. *(NOTE: Any gift other than a modest token of nominal value should be courteously but firmly declined, and should be reported to Zoe Drinkwater, Governance and Charity Administrator. Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency and value. If any doubt arises as to what constitutes a modest token, staff, volunteers and trustees may seek guidance from Zoe Drinkwater)*

Where staff, volunteers and trustees are found to be in breach of the standards outlined in this Code of Conduct, this may result in disciplinary action up to and including dismissal in accordance with Highly Sprung's disciplinary procedure.

The board of charity trustees will review the Code of Conduct at 3-year intervals or as appropriate. The Governance and Charity Administrator is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

Policy V2: July 2024

Approved by the Board: 19 July 2024

Review due: July 2027