

NEW INTERNATIONAL ENCOUNTER

TRUSTEE RECRUITMENT PACK

"I truly believe in the transformational effect theatre can have especially with young people and this is at the forefront of NIE's work. The team at NIE welcomed and supported me with open minds and hearts allowing me to find a voice on their Board."

Jay Zorenti-Nakhid, Former Bursary Recipient and Board Member

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OUR COMMITMENT TO INCLUSION AND DIVERSITY

If there is anything we can do to make the recruitment process more accessible and inclusive for you, or if you would like to find out more about the role and the company, please contact Lisa Elmer, Executive Director for an informal chat on lisa.elmer@nie-theatre.com / 01223 403343.



"NIE consistently create well-executed, quality work for all audiences, performed with care & artistry"

New Victory Theater, 42nd St. New York



WELCOME

Thank you for your interest in joining the board of New International Encounter (NIE). We potentially have more than one vacancy and want to hear from you whether this would be your first trustee role, or you have a wealth of experience to share with us.

We are an artist led company making magical and surprising performance work for and with young people. The board of trustees has an integral role in supporting a small team to deliver amazing, targeted projects. We deliver locally in Cambridgeshire, nationally and internationally, making cultural activities available to young people who otherwise might not have the opportunity to participate in creative activity.

We aim to create inclusive and accessible stories that challenge the audience, create conversation and reflect on the world we share. We believe work is at its best when it is impacted upon by people from different backgrounds and life experiences.

It is therefore, important for us to have a diverse board that not only reflects the communities we work with and the stories we tell but can also challenge us and add a variety of knowledge, skills, experience, and background to the Company. We are keen to strengthen the voices of Asian, Black and Global Majority people, those who are disabled, and those from the LGBTQ+ community and/ or from lower socio-economic backgrounds, on our Board. If you identify this way, you can tell us this in your own words in the covering letter and monitoring form.

We value new perspectives, will support you through training, and would love to hear from you!

Claire Hardy (Chair) and Alex Byrne (Artistic Director/ CEO)

WHO WE ARE LOOKING FOR



We're looking for committed individuals who believe in the power of creative activities and performance to support the lives of children and young people. You will be passionate about the role of NIE in making contemporary theatre to educate, inform and inspire its audience, and want to play a part in our next chapter of growth and development.

Experience of working with a charity or as the trustee of a cultural organisation before is not essential.

We are ideally looking for someone with a local connection to our UK base through living, working or studying in Fenland or wider Cambridgeshire, **OR** who has strong connections to businesses and organisations, who can help us build partnerships, open doors to new opportunities and develop relationships that support NIE's charitable objectives and creative work.

Additionally, we are keen to strengthen the voices of Asian, Black and Global Majority people, those who are disabled, and those from the LGBTQ+ community and/ or from lower socio-economic backgrounds, on our Board.

The general attributes we're looking for include:

- An ability to think creatively and strategically.
- An ability to collaborate and work as part of a team.
- Effective interpersonal skills, and motivation to act as an ambassador for NIE.
- An active commitment to equity, diversity and inclusion.
- An understanding and acceptance of the legal duties and responsibilities of being a Trustee.
- A willingness to devote the necessary time and effort required.



"Promoting children's natural play and narrative form in the way NIE does.. is a recognition of children's way of relating to and reflecting on the world"

Periskop (Norwegian Press) on I Will Be Everything

ABOUT US



NIE is an award-winning artist led international company creating new theatre shows and participation projects with and for young people through a mix of physical theatre, live music and storytelling. We create spellbinding theatre and over 23 years have worked in 35 countries spanning 4 continents, from Cambridge to New York to Cape Town to Shanghai to Peterborough.

In 2025-26 we reached over 22,000 people locally, nationally and internationally through our touring and creative learning activity. We performed 149 live shows; engaged 546 young people through our creative learning projects and worked with 25 freelance artists.

Established in 2001, NIE is a registered charity in England. We are part of Arts Council England's National Portfolio of organisations and their regular funding amounts to around 40% of our annual income. The remainder is through grants from trusts and foundations for our creative learning work, partnership funding and touring fees.

A copy of our Annual accounts is available on the charity commission website

A copy of our Annual report for 2025/2026 is available on the NIE Website

Our vision is playful stories that connect us all.
We deliver this through our mission:

1. Shows: creating excellent high-quality performances and projects that bring joy and transformation especially to young people and their families
2. Creative Learning: inspiring young people (particularly those not normally engaging in creative activity) as co-creators through storytelling and place-making projects so culture transforms their lives
3. Talent Development: sharing our expertise & providing training in the sector to enhance the quality and diversity of work created for younger audiences and providing opportunities for England based artists to internationalise their work.

FIND OUT MORE ABOUT US!

Facebook

Instagram

www.nie-theatre.com

WHAT BEING A TRUSTEE INVOLVES



Working alongside the Artistic and Executive Directors, the Board of Trustees sets the overall direction and vision of NIE; approving budgets and supporting staff by talking through new ideas, and progress on existing plans.

The Board of Trustees has ultimate responsibility for the governance and strategic direction of the organisation to achieve its charitable objectives.

As a trustee of NIE you would:

- Ensure that NIE delivers its charitable purpose for public benefit by developing and agreeing a long- term strategy to conduct its vision.
- Ensure the effective and efficient governance of NIE making sure we comply with our governing document, charity law and any other relevant legislation or regulations. This includes having appropriate policies and procedures
- Monitor our delivery against key funder requirements (including Arts Council England).
- Managing the charity's resources responsibly, ensuring its effective and efficient administration as well as its financial stability.
- Safeguarding the reputation and values of NIE.

In total, trustees usually commit the equivalent of 4 – 7 days per annum to their role. The role is a voluntary one and is unpaid although reasonable travel expenses can be paid. The role is that of a Charity Trustee which carries legal obligations and fiduciary duties and requires compliance with Charity Law as well as fulfilling the statutory duties of being a non-executive director.

You can find out more about the role and responsibility of a charity trustee by reading these sources of information:

- GOV.UK - The Essential Trustee: What you need to know
- Reach Volunteering: Becoming a Trustee

WHAT YOU GET FROM THE ROLE



What you get from the role

- Induction and training programme
- The opportunity to help shape the future direction of an established and valued theatre company
- work with an enthusiastic, friendly and dedicated staff team
- be part of an active, loyal and engaged group of trustees
- A chance to make a difference
- expand your skillset

All meetings are conducted in an inclusve way, with options for online captioning and rest breaks. Specific adjustments for communication, such as interpretation or support to understand written documents, can be provided.

Your commitment

- Usually an initial term of 3 years, with possibility of an extension through a further 3 year term
- To attend 4 x 2 hour board meetings and 1 AGM each year - Board meetings are rotated between in person and online meetings
- Attendance at annual away day
- Participation in Board Sub Committees
- Be a board champion for a specific area of the operation.
- Attendance at NIE shows, where possible
- To advocate and champion NIE's work, values, ambition and strategic direction
- To provide specialist advice and expertise as required and appropriate

"I became a Trustee because I wanted to use the skills I have gained working in the charity sector to support a small organisation. Since joining NIE, I have been endlessly inspired by this brilliant organisation. This small team of people deliver massive impact, highlighting how important creativity is for everyone - from working with children to ensuring everyone has access to great theatre, providing development opportunities for artists and creating exceptional theatre - its impact and influence punches far above its weight."

Deborah Hayman-Nkhoma, Trustee

HOW TO APPLY

Thank you again for your interest in joining the board of NIE. To make an application please send us the following by **5pm on Friday 8th January 2027**:

1) A covering letter (max 2 sides of A4) OR a short video of yourself (max 5 mins, via a URL link) answering the following questions in your own words:
  - why you're interested in becoming a Trustee of NIE
 - what you would bring to the role
2) Your CV or list of previous experience in an employed or voluntary capacity

Please also complete the Equality Monitoring survey (This is anonymous and will be kept separate to your application throughout the recruitment process.)

Note on video applications:
Please send videos or audio files as an unlisted Youtube video or from your chosen platform. Quality of filming has no impact on the application, please just use your smartphone camera or webcam.

Applications should be sent via email to Lisa Elmer, Executive Director: lisa.elmer@nie-theatre.com with the subject NIE Trustee Recruitment

Shortlisting process
Candidates will be shortlisted by a panel of board and staff members on the strength of their responses to the questions above and any listed skills and experience.

Successful candidates will be invited to an interview with representatives of our board and Executive Director. Selected candidates may then be invited to a second stage interview. We will notify you either way if you have been selected for interview or not.

Interview date:
First stage interviews will be held online on the 25th and 26th January 2027.

"Being a Trustee for New International Encounter means being part of an inspirational team. We help to shape meaningful connections, inspire change, and amplify voices across cultures, all while fostering creativity and compassion for a brighter, inclusive future for children and creative practitioners"

Claire Hardy, Chair of Trustees

CURRENT TRUSTEES

We currently have a Board of seven trustees, who are geographically spread across the East of England and London. We have a broad skills base within our trustees, and following a recent skills audit are looking to enhance the skills and expertise supporting our organisation. In addition to the trustees the board is attended by a co-opted member who is the recipient of our Board Bursary. This Bursary position is designed to support leadership development and capacity building within the arts sector, particularly for under-represented groups at board level.



Claire Hardy
Chair of Board of Trustees
Currently Director of the Norris Museum in St Ives. Claire has extensive experience in the education and cultural sectors, having previously worked as Head of Cultural Development at Vivacity Peterborough, where she was instrumental in setting up the Peterborough Cultural Education Partnership during her time working in the city.



Reena Dookhee
Has extensive experience in education, project management and community-focused initiatives; using creative activities to support and inspire young people. As an Executive MBA-qualified leader, and a qualified teacher with the national professional qualification for senior leaders, her expertise spans educational development pedagogical and cognitive development, governance and compliance, and driving Equality, Diversity and Inclusion initiatives.



Deborah Hayman-Nkhoma
Currently Head of Services at Pecan, an anti-poverty charity in the London Borough of Southwark, previously Director of Development and Partnerships at Community Southwark supporting non-profit organisations. Experience in leading non-arts charities, strategy, fundraising and governance.

CURRENT TRUSTEES CONT.



Marie Kennedy
Currently Learning Associate: Young People at University of Cambridge Museums. A passionate and skilled youth engagement specialist with extensive knowledge and experience in partnership building and management, disability, mental health and health and wellbeing.



Isabel Morgan
Currently project managing a range of programmes engaging young people with the arts. A champion for access for young people and those with learning disabilities, and is passionate about the power of creative activities and performance to support the lives of children and young people



Brigita Petrova
A Fellow of the Association of Chartered Certified Accountants and currently a Lecturer in ACCA, CIMA and AAT accountancy qualifications. Board Champion for Environment and Chair of the finance and risk sub committee.



Rowena Russell
Currently Chief Operating Officer and Deputy Executive Director at The Old Vic. Experience in business planning and strategy, fundraising, operations and HR.

"Being a trustee of NIE has been a genuinely rewarding experience....NIE's commitment to storytelling, representation and meaningful engagement is reflected in every project, and being part of an organisation that amplifies real people's stories with care, creativity and integrity is something I value enormously."

Reena Dookhee, Trustee

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WWW.NIE-THEATRE.COM
UKOFFICE@NIE-THEATRE.COM

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