



Trustee Recruitment Pack

Introduction

Forgan Arts Centre is looking for new Board members to support our work. This is an exciting time to join as we move into our fifth year at the Leng Home and second year of our new business plan, *An Arts Centre as a Garden*. Having recently secured multi-year funding from Creative Scotland and The National Lottery, we are busy delivering brilliant projects and programmes of work, deepening our relationship with our community. To ensure we're well supported and informed, we're keen to bring on new Board members with fresh perspectives during this period of experimentation and development.

Board members play a crucial role in the arts centre's community, guiding and governing the charity, and encouraging and supporting the team. We want to hear from people who have a strong interest in being a part of the centre's community. We are specifically interested in people with experience, whether professional or lived, in the following areas:

- Finance
- Legal
- Governance and alternative models of decision making
- Visual art
- Equalities, diversity and inclusion
- Environment and sustainability

We'd love to hear from you. Please contact Board Co-Chairs, Kate Smith and Judith Winter if you would like to discuss the role informally: chair@forganartscentre.co.uk.





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About Forgan Arts Centre

Vision

Our vision is to nurture a connected, sustainable, and welcoming community through creative ways and means.

Purpose

Forgan Arts Centre sits on the edge of the village of Newport-on-Tay in North East Fife. It is a community-led arts centre delivering creative activities for the people of Fife, and beyond. Our programme includes art and craft classes, workshops, artist-led projects that respond to community need, artist commissions, residencies, placements, and public events. We provide allotments, artist studios, and professional making facilities. We have on-site accommodation in the Gardener's Cottage. Through diverse creative practices, we work with artists while listening to our communities to address individual and collective challenges that resonate locally and globally. We are a part of the local ecology providing access to creativity and a site for the exploration and understanding of the natural environment. We provide a warm welcome and take an approach to accessibility that supports individual need.

History

Forgan Arts Centre was established by members of the local community in 1974 to provide a place for creative learning. It is a membership organisation. We purchased the Leng Home in 2022 via Community Asset Transfer, with enthusiastic support from local people. The estate is the historic home of the Leng family, radically progressive philanthropists, and advocates of accessible educational reform through creativity. We proudly continue this tradition. The estate comprises three buildings, the Leng Home, the Gardener's Cottage, and the Kiln House, as well as over three acres of grounds including mature woodland, hedgerows, food growing plots, and accessible lawns. The site is an invaluable heritage asset, and the team are custodians of the grounds, stewarding the land and buildings for the benefit of our communities. Building on five decades of experience delivering creative education, we have developed our programme in relation to our new context at the Leng Home. We are cultivating a site that has people, place, and the planet at its heart.

Methodology

The centre's activities and operations are conceptualised as **An Arts Centre as a Garden**. This is an experiment: imagining an arts centre as a garden where a multisensory and sentient ecology of plants, people, and creatures support one another through mutually beneficial relationships and reciprocity. **An Arts Centre as a Garden** is an example of social permaculture, a concept by which communities look to natural environments to model co-existence and co-creation.



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Values

Our values are based on continuous deep listening to our communities, artists, and team. They are carefully balanced in all our activity, from our vision building to creative programming, from our governance to our sustainable and fair working practices.

Creative

- Creativity is at the centre of everything we do.
- We take a broad definition of creativity and make space for exchange between different creative disciplines.
- We celebrate creativity's positive impact on individuals and communities, while promoting critical engagement, discussion, and a reflective approach to making.

Connected

- We bring people together to consider new and alternative forms of community cohabitation, in a globally connected world.
- We work in partnership with people, services, and organisations to develop an ecology of reciprocity and opportunity.
- We foster new relationships to build an interconnected community with a powerful collective voice.

Sustainable

- We are looking to the future in regenerative forms to sustain our work, our grounds, and our communities.
- Through the practice of social permaculture, we aim to embody permaculture principles in all facets of our work, including community engagement, operations, and finance.
- We aim to actively reduce our environmental impact, going beyond net zero.

Welcoming

- Everyone will be given a warm welcome, will feel accepted, and will be given the support they need to participate fully.
- We recognise individuality and difference, and we take an individual approach in providing equitable access to participation.
- Visitors, volunteers, participants, artists and staff - we build a sense of belonging by supporting people to get involved in all that we do.

Our Team

We have a core staff team of eleven people who work from the centre. They are supported and managed by the Director, Jennifer White. Our current Trustees are:

Judith Winter (Co-Chair)
Kate Smith (Co-Chair)
Gilbert Valentine

Trudy Cunningham
Drew Hemment
Cllr. Jonny Tepp



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Role Description

Who?

We want to hear from people who are interested in being involved in our community and are excited by our work and methodology, An Arts Centre as a Garden. We're keen to have representation from local people (51% of our Board must reside in the Tay Bridgehead Ward), as well as those further afield who can commit to attending meetings and our activities.

As well as understanding and engaging with us, Trustees must have the charity's best interests at heart, ensuring it's financially sustainable, has strong governance, is compliant with OSCR, and represents our values and vision. Additionally, Trustees are stewards of the Leng Home estate, its buildings, gardens, allotments and woodland and are responsible for its care.

We're interested in people with the following experience:

- **Finance:** a key aim is to be financially sustainable without limiting our artistic and ecological ambitions.
- **Legal:** specifically in terms of the protection of the charity and stewardship of our assets, especially the Leng Home land.
- **Governance and alternative models of decision making:** we're interested in deepening our commitment to being community-led through new ways of collective planning and decision making and updating our constitution to reflect this.
- **Visual art:** as an arts organisation, we feel it's important to have representation from practising artists.
- **Equalities, diversity and inclusion:** we're interested in furthering our work in EDI, specifically in terms of challenging ableism and advancing disability justice.
- **Environment and sustainability:** this could be in relation to the building and grounds, or our processes and systems.

Why?

Forgan Arts Centre moved to the Leng Home in 2022. This move brought about a huge change in staffing, organisational structure, operations, finance, and programming. For the last four years we have evolved, grown and developed at a rapid pace. Our programmes of work, ambitious business plan and central concept, An Arts Centre as a Garden, have garnered attention and significant support from Creative Scotland, the National Lottery, and various trusts and foundations. As we move through this period of development and experimentation, we are seeking Trustees who can help strengthen governance, support long-term sustainability, and contribute to the research and development of the centre's next phase.



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Trustee Responsibilities

Forgan Arts Centre has been a SCIO (Scottish Charitable Incorporated Organisation) since March 2016, having been registered as a charity in 1980. It is regulated by OSCR, the Scottish Charity Regulator, and the Board of Trustees is its governing body. Trustees should understand the centre's responsibility to OSCR. This is necessary so Trustees can participate fully in discussion and decision making. In addition, Trustees will:

- Attend Board meetings, the annual general meeting, and strategy away day.
- Actively participate in decision making in line with the organisation's vision, aims, and objectives.
- Represent the best interests of the charity.
- Safeguard assets for the community, including the Leng Home estate.
- Be accountable for the strategic direction of the centre.
- Advocate for our work to our community, including local people, funders and partners.
- Provide charity oversight through efficient, effective, accountable governance.
- Ensure the organisation is professionally run, manages risk, operates strict financial controls, and acts in accordance with its vision, aims and objectives.
- Understand and engage with the centre's methodology, An Arts Centre as a Garden.
- Support the Director and team of staff, freelancers and volunteers who manage the operations and activities of the centre.

Trustees must be eligible to serve under Scottish charity law. This means applicants must not be disqualified from acting as a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005. OSCR have essential reading for any Trustee on their website, and we encourage applicants to read this information:

- [Guidance and good practice for charity trustees](#)
- [Being a charity in Scotland](#)

Find out more here: www.oscr.org.uk



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Strategic Priorities

Below are specific priority areas that the Board will have as a focus for the period 2026-2028:

1. Delivering our business plan, An Arts Centre as a Garden, and supporting the team to embed and experiment with the central concept.
2. Strengthen organisational resilience.
3. Increase membership engagement and awareness that we're community owned and led.
4. Develop new approaches to governance and constitutional reform to ensure we remain community-led and participatory.
5. Careful, thoughtful stewardship and protection of the Leng Home buildings and land in the context of environmental crisis.
6. Deepening our commitment to sustainability and forging a path for Net Zero.
7. Making new commitments to disability access and justice.
8. Identifying funders or alternative funding approaches that result in long-term multiyear agreements rooted in trust.
9. Support staff wellbeing, access, and succession planning.
10. Looking ahead to our next business plan period and identifying areas for development.





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Key Information

Remuneration

This is a voluntary position. Expenses for travel and access requirements are supported.

Membership

All Trustees must be members of Forgan Arts Centre, either Ordinary (residing in the Tay Bridgehead Ward) or Associate (outwith the Tay Bridgehead Ward). Membership is free.

Location

Board meetings take place at Forgan Arts Centre. Due to the place-based nature of our work, meetings are in-person and on site as much as possible.

Time commitment

We predict approximately 60 hours per year. This includes four Board meetings a year with each meeting lasting two hours, plus preparation, the annual general meeting which is a whole day event, and one Board away day every December. In addition, individual Board members are requested for support on issues relating to their experience throughout the year. Trustees are appointed for an initial three-year term which is renewable for a further term of three years.

Equalities, diversity and inclusion

We recognise that effective governance benefits from a diversity of lived experience, perspectives and backgrounds. We particularly welcome applications from people who are currently underrepresented on charity boards, including disabled people, Black and Global Majority people, LGBTQ+ people, younger people, and people from lower socioeconomic backgrounds.





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Application Process

If you're interested in applying for this role but feel there are barriers limiting your ability to do so, please get in touch with the Director, director@forganartscentre.co.uk. Conversations and questions about your application will not impact how it is assessed and will be confidential. We do not discriminate and have an equitable approach to recruitment as informed by our Equalities, Diversity & Inclusion Action Plan and Policy and Equitable Recruitment Policy.

How to apply

To apply please send the following documents via email to Judith Winter and Kate Smith, Co-Chairs, chair@forganartscentre.co.uk:

1. **CV**: No longer than three pages with a minimum font size of 11 points.
2. **Cover letter**: No more than one page with a minimum font size of 11 points.
3. **Equalities monitoring form**: It is not compulsory to complete an Equalities Monitoring Form, but it would help us assess the accessibility of our opportunities. Follow this [link](#) to complete.

Your cover letter should detail:

1. Which of the priority areas (finance, legal, governance, visual art, equalities and inclusion, environment and sustainability) you have experience or knowledge.
2. What your connection is to the centre and/or our community.
3. Why you're interested in Forgan Arts Centre and how you're a good fit for the role.

Description of personal and professional experience is welcome.

Video applications

If you prefer, you are welcome to submit a video cover letter alongside a written CV. We'd recommend a five-minute-long (maximum) recording using your phone, webcam or platform such as Zoom. Recording in a quiet space will ensure there is good sound quality. You can upload your video to Vimeo or YouTube as 'unlisted' but viewable by anyone with the link. Include the link to your video in your application.

Recruitment timeline

Applications open:	Wednesday 21 October 2026
Deadline:	Wednesday 25 November 2026
Assessment:	Thursday 26 November – Wednesday 3 December 2026
Interviews:	Wednesday 9 December 2026

Interviews will be at Forgan Arts Centre. Financial support for travel will be provided.



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Further Information

Website

You can find out more about Forgan Arts Centre via our website. Key pages would be:

- [Who we are](#) will tell you more about the existing staff team and Trustees.
- [Art programme](#) will tell you more about our projects, commissions, residencies, and some of the artists we've worked with.
- [What's on](#) will show you some of our classes, workshops, and events.
- [What we do](#) shares more about our history as well as our annual accounts and current vision, mission and aims. In 2025 we launched our business plan, [An Arts Centre as a Garden](#).

Social Media

Our website is still in development which means it doesn't capture everything we do.

You can find out more on our social media sites:

- Facebook: facebook.com/forganartscentre
- Instagram: instagram.com/forgan_arts_centre/

There are also videos documenting some of our projects on Vimeo which you can watch via this link: vimeo.com/user214485190



*Image Dr Helena Simmons, Producer: Environmental Futures, giving a tasting tour of the gardens at Lughnasadh Music & Art Festival, curated by Big Rock Records and Hanifah Sogbanmu.
Image credit: Kevin Linnett*