



SECRETARY TRUSTEE

RECRUITMENT PACK

APPLY BY 9AM THURSDAY 13TH AUGUST 2026

Do you have a legal background?
Do you want to help shape Angel Shed's future?
Join our board!

We have exciting plans for the years ahead and we need people with different points of view and unique voices who can bring fresh perspectives to Angel Shed.

David Mabbott
Executive Director

Sam Lansdale
Chair of Trustees



WHAT'S IN THE PACK

- Who are Angel Shed and what do we do? (p.3)
- What is a Board of Trustees? (p.4)
- Who are we looking for? (p.5)
- What would your responsibilities be as a Trustee? (p.6-7)
- How to apply (p.8)

Please let us know if you require this pack in an alternate format or would prefer to discuss in person/on the phone

ANGEL SHED ARE SPECIALISTS IN INCLUSIVE PERFORMING ARTS

Established in 2004, we have engaged thousands of children and young people across Islington and beyond.

- We provide a safe space for children of all backgrounds to express themselves, develop confidence, and grow into curious, creative, and courageous young people.
- We create inspirational and outstanding youth-led theatre with children and young people at the heart of the creative process from start to finish.
- We provide an inclusive, creative, and supportive space in which there are no barriers to participation, everyone's needs are supported, and all voices listened to and valued.

WHAT WE DO

- We provide weekly performing arts **workshops** for 100+ children and young people in theatre, music, & movement.
- We put on regular **performances** created by our members, at our base in Capital City College and other venues.
- We run an extensive **volunteer** programme, providing training and experience in inclusive facilitation.
- We engage in **outreach** projects, delivering creative activities with the most under-served in our community.
- We deliver **training** for organisations nationwide to work inclusively within their staff teams or with service users.

WHAT IS THE BOARD OF TRUSTEES?

Angel Shed's Board of Trustees is responsible for ensuring that the charity operates effectively, achieves its purposes, and is properly and legally managed. The Trustees are collectively ultimately responsible for the activities of Angel Shed. Trustees support the organisation and team through their advice, strategic guidance, and insight.

The board meets with the Executive Director and other staff throughout the year to discuss the company's activities and plans for the future.

As an Angel Shed Trustee, you would be part of this board and your ideas and input into the workings of Angel Shed would be a valued part of the running of the company.

See our current Trustees here:

www.angelshedtheatre.org.uk/everything-else/meet-the-team



WHO ARE WE LOOKING FOR?

We are looking for a Trustee with a legal background who has a passion for the arts, inclusivity, and supporting children and young people.

Ideally you will live or work in Islington, but this is not essential. You are not expected to have previous experience on a Board, nor have any specific qualifications.

This appointment is an opportunity to have a positive and lasting impact on a growing charity that is really making a difference for children and young people in the Islington community and beyond.



WHAT WOULD YOUR RESPONSIBILITIES BE AS A TRUSTEE?

Reporting to the Chair, the Secretary Trustee will:

- support good governance by ensuring Board of Trustee meetings run efficiently – coordinating materials, taking minutes, and maintaining accurate records.
- support infrequent ad hoc legal asks such as contract reviews and act as a key stakeholder in risk management in conjunction with the Operations Working Group.
- help the Board of Trustees meet its Charity Commission obligations such as filing annual reports and coordinating response to emerging guidelines and rules.



Across a year, all Trustees are expected to attend:

- 6 board meetings (typically Mondays, 7.00–8.45pm)
- 3 working group meetings (subcommittees), based on experience and skills (1 hour each, flexible timing)
- 2 performances (typically December, March and July, 7.00pm)
- 1 workshop (Monday, Wednesday, or Thursday, 5.00–9.00pm)



If offered the role, you will:

- Have a full induction explaining how the Board operates
- Receive mentoring from Trustees who will offer support/guidance
- Have check-ins with staff and Trustees to ask questions

All appointments are subject to receipt of two satisfactory references, an enhanced DBS check, and the completion of the NSPCC 'Introduction to Safeguarding and Child Protection' online training course (both paid for by Angel Shed). Further training will be provided, as and when considered beneficial and desirable.

This is a voluntary role, but you can claim expenses for reasonable costs, such as travel and care of dependants.

Trustees are appointed for 3 years, when they can choose to stand for reappointment.



HOW TO APPLY

If you have a legal background and are passionate about our work, apply using the information below:

Please send an email expressing your interest in the role to info@angelshedtheatre.org.uk, including any experience relevant to the information on pages 5 and 6 of this pack. If you would like to arrange an informal chat with a current Trustee ahead of applying, please let us know.

APPLY BY: 9am Thursday 13th August 2026

Shortlisted applicants will be invited to meet with Sam (Chair of Trustees), David (Executive Director), and other trustees in early September 2026 (Tuesday 1st and Wednesday 2nd).

Successful candidates will be invited to attend the subsequent board meeting on Monday 28th September.



We are keen to receive applications from those who share the lived experience of the children and young people we work with, and we are more than happy to explore adjustments to how this role is carried out, in order to remove any potential barriers to applicants. Of our current members: over 70% access financial support, over 60% are Disabled, and over 50% are from the global majority.