

# DEVONSHIRE COLLECTIVE

## RECRUITMENT PACK Treasurer

We are seeking a new Treasurer to work alongside our Chair and Executive team in an exciting new chapter for our organisation, as we transition from a social enterprise model (CIC) into a charitable structure (CIO) and deliver an ambitious development campaign as part of our tenth anniversary in 2026.

With a refreshed strategic vision and a new Chair joining in September 2025, we have values-led and entrepreneurial plans for long-term sustainability and community benefit. As Treasurer and Board Director, you will be an effective and influential ambassador for Devonshire Collective.



L: Installing Nadina Ali's mural, 'Love, Empathy, Respect, Dignity' R: A visitor to 'Riviera' by Navine G. Dossos

DC conducted a Board skills audit in November 2024, which supported the recruitment of a new Chair and Board Director in Summer 2025. DC therefore has a broad range of skills to draw on. However, our Treasurer is approaching the end of their term limit. We are therefore looking for a Treasurer with skills and experience in management accounting with a passion for strategic and small charity finance to

contribute to our organisational development.

This pack contains further information about the role. Thank you for your interest in our work at Devonshire Collective.

## ABOUT US

*“DC connects with people from all walks of life, showing us that when it comes to creativity – we all have a voice.”*

Jenny Williams, Arts & Heritage Producer, and Eastbourne Borough Councillor

We are Devonshire Collective (DC), a cultural and community organisation rooted in Eastbourne’s Devonshire ward.

Our name celebrates the diversity of our neighbourhood and invites everyone to take part in what we do. One road back from the seafront on the Victorian former high street, we are in the heart of a vibrant community of cafes, grocers and independent shops.



Rottingdean Bazaar, *Existence Proof*, 2023.

We work at the meeting point of culture and community. We cultivate a thriving creative ecology in the Devonshire ward by nurturing artists, inspiring the next

generation, and fostering a strong sense of community through place-based art initiatives.

Led by Executive Director Edward Ball since 2021, we joined Arts Council England's prestigious National Portfolio Organisation programme in 2023, in the most competitive funding round in history. We are one of just two Arts Council England NPOs in Eastbourne.

We engage over 1,800 children and young people a year through free, weekly artist-led learning programmes, and our exhibitions welcome 3,000 visitors annually. Through long-term partnerships with local organisations such as Sanctuary, YMCA, and Rooted Community Food, we also take culture out of the gallery and into our neighbourhood.

We are in the middle of the 2023-28 Arts Council England National Portfolio programme funding period. We are delivering our commitments against the Arts Council's four investment principal areas: Ambition and Quality, Inclusivity and Relevance, Dynamism, and Environmental Responsibility.



DC Learn

DC was founded in 2016 in partnership with Eastbourne Borough Council as part of a wider regeneration project. Today, the organisation consists of VOLT, a wheelchair accessible gallery over two floors, open to the public Thursday-Sunday, and DC LEARN, a free open-access learning and community programme focused on early years, children, teachers and the most marginalised communities in the ward, in particular, refugees and asylum seekers.

## **OUR VISION**

For the Devonshire Ward to flourish as a beacon of creativity, connection and positive change within the town, fuelled by the transformative power of art.

## **OUR MISSION**

To cultivate a thriving creative ecology in Devonshire ward by nurturing artists, inspiring the next generation, and fostering a strong sense of community through place-based art initiatives.

## **OUR PRIORITIES**

- Champion emerging and underrepresented contemporary visual artists in the Southeast.
- Inspire children and young people as the next generation of artists.
- Foster civic pride in our neighbourhood through co-created art projects.

## **HOW WE DELIVER**

- Four first solo exhibition commissions by emerging and underrepresented artists in our region annually.
- A year-long Associate Artists development programme, supporting a wider range of people to enter the sector.
- Sticky Fingers, our flagship free art and sensory play programme for 0-4s and their carers.
- Networx Creative Club, a free after school club for 5-11s from refugee and asylum seeker backgrounds.
- Devonshire Youth Collective, an embedded creative partnership for the most marginalised 16-25s in Eastbourne to express themselves and be heard.
- Grow Club, our resident-led gardening and growing project in the Devonshire neighbourhood.
- We employ six people across PAYE and freelance contracts, with a full time equivalent of just three staff.
- We run a Gallery Assistant programme, employing five local young artists (18-25) at Living Wage, supporting their development with training, research trips, creative opportunities and hands-on work experience.
- We work in long term partnership, supporting the work of four vital voluntary organisations locally: Sanctuary, Networx, Rooted Community Food and YMCA Downslink.



- 120 workshops for over 1,500 local children and young people in the neighbourhood each year.
- 20 public programme events such as book clubs, artist talks, film screenings and creative activities for all ages, reaching over 300 local people yearly.



The Pop-Up Potting Shed, part of Grow Club

## OUR VALUES

**Generosity:** the work isn't about us, it's about what we can do to make a difference in our neighbourhood.

**Integrity:** valuing and upholding quality of process as much as outcome, ensuring we do things in the right way.

**Relevance:** what we do should reflect the backgrounds, perspectives and interests of the people who live here.

**Recognition:** for people who live here and who visit alike to realise how exciting our neighbourhood is.

**Responsibility:** our spaces and resources are for our community, and we should do what's right them.

## OUR IMPACT

As a small grassroots organisation, we have a disproportionately large – and growing – impact, packing real punch.

### **Increasing reach**

- Our audiences are growing 20% year-on-year.
- Our audience is 26% Global Majority against Eastbourne's average of 8%. So far in 2025, it is 34%.
- 25% of our audience are neurodivergent and 18% D/deaf and/or disabled.
- 83% of visitors were 'more' or 'much more likely' to attend a cultural event after their visit to DC.
- 84% describe their experience as very good and 89% feel welcome and comfortable.

### **Responding to real need**

- 15,000 people live in the Devonshire ward neighbourhood.
- Devonshire ward ranks in the top 9% most socio-economically deprived nationally, against Eastbourne's average of 22%.
- Child poverty in Eastbourne is 31.2%. At our local primary school Bourne, 49% of children are EFL and 39% are eligible for Pupil Premium.
- There are 280 HMOs in the ward, and 243 families in temporary accommodation.

## **LEADERSHIP & GOVERNANCE**

DC is a Community Interest Company with an asset lock, governed by a board of 10 Board Directors. We are in the process of converting into a CIO. When this process completes, Board Directors will be appointed Trustees of Devonshire Collective CIO. The Board Directors are:

**Marie Burgess**, Former head teacher of St Leonards C of E, Hastings.

**Noelle Collins**, Exhibitions and offsite curator, Towner Eastbourne.

**Chris Connelley**, Arts Ambassador and Heritage Lead, Eastbourne Borough Council.

**Lucy Day**, Executive Director, Phoenix, Brighton.

**Steve Dwyer** [Treasurer] Former Tax Director at Pricewaterhouse Coopers.

**Emma Hunt** [Chair] Charity CEO + Strategic development consultant.

**Dr Ruth Melville**, Internationally renowned evaluator, consultant and researcher.

**Nick Roberts**, HR Professional and Director of People, Glyndebourne.

**Amanprit Sandhu**, International curator, researcher and Lecturer at Chelsea College of Art.

**Liz Trethewey** [Vice Chair] Community development worker, access consultant + equalities campaigner.

*"Having worked on a number of strategic projects on the south east coast in the last few years, including Charleston at Lewes and Black Robin Farm for Towner, I have seen first hand the impact DC is making at grass roots level in Eastbourne. Edward and his team are a true inspiration, punching way above their weight adding real value, supporting the creative ecology of the Devonshire Ward and Eastbourne. I am inspired to be working with the DC*

*team, local partners and ward councillors to shape and guide the strategic direction of the organisation, at this important time as it transitions into a charity, ensuring DC continues to widen access to culture and creativity for the local community.”*

DC Chair Emma Hunt

2023/24 saw DC join Arts Council England's National Portfolio for the first time, securing £70k per annum in unrestricted investment to 31 March 2028. Organisational turnover increased from £120k to £225k in 2023/24 and is projected to remain in the region of £200-230k pa through to 31 March 2028. DC therefore receives c. 30% of income from Arts Council England and fundraises for 70% of turnover annually through trusts and foundations, individual giving and partnership working.

## **THE ROLE**

The overall objective of the post is to collectively provide leadership, governance and strategic direction alongside your fellow Board Directors of Devonshire Collective and to support the Director in their role.

### **Title**

Treasurer

### **Salary**

The role is unremunerated, a voluntary and unpaid role, but expenses, travel and other reasonable expenses, including access support will be reimbursed.

### **Tenure**

The appointment is for an initial term of four years, renewable for one further four-year term, with an optional extension of up to two years maximum. The role will start formally in agreement with the appointed candidate, and no later than February 2026.

### **Location**

We welcome applicants from or with a strong connection to Eastbourne and the Southeast region, although location will not be considered a barrier to applying.

## **COMMITMENT**

- Four board meetings a year (March, June, September, December) – currently we meet on a Tuesday evenings, 5:30-7:30pm, onsite at our gallery, VOLT in Eastbourne.
- One Board/Staff Development Day in person.
- Voluntary attendance at four exhibition openings per year, and any other networking, promotional / fundraising events.
- Occasional sub-committees of working groups held virtually/hybrid.

The overall time commitment for the Treasurer role is expected to be 1.5 days per month, with busier periods in the run up to Board meetings and the close of the financial year.

## **RESPONSIBILITIES**

The Board:

- Provides entrepreneurial leadership within a framework of prudent and effective controls which enable risk to be assessed and managed.
- Sets Devonshire Collective's strategic aims with the Executive and ensures that the necessary financial and human resources are in place for the Company to meet its objectives.
- Takes an active role in the preparation and approval of the business plan, ensuring progress against key performance indicators.
- Observes Devonshire Collective's articles of association (as a CIO this will become Charitable Objects), company law and other regulatory requirements.
- Ensures that Devonshire Collective complies with relevant statutory legislation and current best practice in the not-for-profit sector.
- Supports and guides our activities by attending Board meetings, committee meetings and working groups, and by attending other relevant events.
- Participates in Devonshire Collective Board's various subcommittees.
- Appoints the Director and approves the remuneration of the team.
- Safeguards Devonshire Collective's financial stability, including approval of the annual accounts, ensuring that adequate resources exist to delivery our current and future activities.
- Acts as ambassador for Devonshire Collective's activities.

The Treasurer:

- Monitors the financial health of the organisation and reports to the Board.
- Ensures appropriate financial controls and risk management systems are in place.
- Presents regular financial reports in an understandable way for the Board.
- Works with the Chair, Director and Finance Manager to prepare annual budgets.
- Ensures the preparation of statutory annual accounts and liaises with the independent examiner.
- Advises on the financial implications of strategic plans and Board decisions.
- Oversees compliance with financial, accounting, and reporting requirements.

## **QUALITIES AND EXPERIENCE**

We are seeking inspiring and engaged individuals who will share our values, ensure best practice across the organisation's activities and contribute to continuing to raise our profile locally and nationally, and to work alongside our committed and proactive



Board of Directors and brilliant team of staff. We are particularly interested in people with the following experience:

- High level of financial literacy.
- An interest in small charity finance and strategic planning.
- A good knowledge of financial accounting and reporting procedures, including charity finance; the Treasurer is likely to hold a relevant accounting qualification.
- Previous experience of a Board and an understanding of good governance in business, the public or not-for profit sector and the duties and responsibilities of Board Directors.
- Experience of leading an organisation through significant change against a background of financial challenge and sector unpredictability.
- Strategic vision, creative thinking, independent judgement and ability to focus on practical issues.
- Passion for the visual arts and the power of art and creativity to transform lives.
- A willingness to play an active role in fundraising and capital project planning.
- A connection to Eastbourne or the wider Southeast region.
- Diverse professional networks which will support our organisational objectives.
- Objectivity, fairness, integrity, wisdom, discretion and good judgment.

## HOW TO APPLY

To apply for this post, please submit:

- A CV of no more than 2 pages, detailing relevant Board and governance experience.
- A 500-word statement outlining why you would like to join Devonshire Collective's Board of Directors, your suitability for the role and the skills and experience you would bring.
- Equal Opportunities Monitoring Form.
- Contact details of two referees.

Send applications to [info@devonshirecollective.co.uk](mailto:info@devonshirecollective.co.uk) with the subject line Treasurer Recruitment [Your Name]

Closing date for applications:

Tuesday 4 November 2025 at 6pm.

Interviews are currently scheduled for the week beginning 10 November 2025.

Devonshire Collective supports and recognises the importance and benefits of greater diversity, including all protected characteristics and socioeconomic diversity, as well as cognitive and personal strengths. We would particularly welcome

applications from people who identify as having a self-defined disability or neurodiversity, people from Global Majority Communities or any mixed background.

If you have any questions about the organisation, or have any access requirements in relation to making an application, please contact Edward Ball, DC Director, at [edward@devonshirecollective.co.uk](mailto:edward@devonshirecollective.co.uk).

## **Equal Opportunities Monitoring Form**

Devonshire Collective is committed to the policy of equality of opportunity in its employment practices and in the provision of services to users. To assist in the implementation and monitoring of this policy, applicants for posts with DC are asked to provide the information below.

Once received, this document will be kept separate from your application. The information you provide will be treated in the strictest confidence and will not be available to members of the appointment panel. Please note if you decide not to fill out the form, it will have no bearing on your application.

**Please indicate your chosen answer by ticking the relevant box in each section, or type your answer in the space provided.**

### **Gender**

Please choose the option that best describes your gender:

- ☐ Male    ☐ Female    ☐ Prefer not to say  
☐ Prefer to self-describe: .....

### **Age**

- ☐ Under 18    ☐ 18-24    ☐ 25-34    ☐ 35-49    ☐ 50-64    ☐ 65+  
☐ Prefer not to say

### **Sexual orientation**

Please choose the option that best describes your sexual orientation:

- ☐ Bisexual    ☐ Gay man    ☐ Gay woman/Lesbian    ☐ Heterosexual/Straight  
☐ Prefer not to say    ☐ Other: .....

### **Disability**

Do you consider yourself to be disabled or with a long-term physical or mental health condition?

- ☐ Yes    ☐ No    ☐ Prefer not to say

Can you provide further details?

- ☐ Visual impairment    ☐ Hearing impairment    ☐ Physical disabilities  
☐ Cognitive or learning disabilities    ☐ Mental health condition    ☐ Neurodivergent  
☐ Other long term chronic condition    ☐ Prefer not to say

## Ethnicity

Please choose the option that best describes your ethnic group or background:

*Please note, ethnic origin is not about nationality, citizenship or place of birth. It is about the group in which you perceive you belong.*

### White

- ☐ British/English/Welsh/Scottish/Northern Irish
- ☐ Irish
- ☐ Gypsy or Irish traveller
- ☐ Any other white background:

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### Mixed/Multiple Ethnic Group

- ☐ White/Black Caribbean
- ☐ White/Black African
- ☐ White/Asian
- ☐ Any other mixed or multiple ethnic background:

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### Black/African/Caribbean/Black British

- ☐ Black or Black British Caribbean
- ☐ Black or Black British African
- ☐ Any other Black or Black British background:

.....

### Asian/Asian British

- ☐ Asian or Asian British Indian
- ☐ Asian or Asian British Pakistani
- ☐ Asian or Asian British Chinese
- ☐ Any other Asian or Asian British background:

.....

Other: .....

- ☐ Prefer not to say

### Socio-economic background\*

What type of school did you attend?

- ☐ State school                      ☐ Independent or fee-paying school
- ☐ Attended school outside of the UK                      ☐ Prefer not to say
- ☐ Other: .....

Do/did either of your parents hold degrees?

- ☐ Yes - both   ☐ Yes - one   ☐ No   ☐ Don't know                      ☐ Prefer not to say

Thinking back to when you were aged about 14, which best describes the sort of work the main/highest income earner in your household did in their main job?

- ☐ **Modern professional occupations** (such as teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above))

- ☐ **Clerical and intermediate occupations** (such as secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse)
- ☐ **Senior managers and administrators** usually responsible for planning, organising and co-ordinating work and for finance (such as finance manager, chief executive)
- ☐ **Technical and craft occupations** (such as motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver)
- ☐ **Semi-routine manual and service occupations** (such as postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant)
- ☐ **Routine manual and service occupations** (such as HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff)
- ☐ **Middle or junior managers** (such as office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican)
- ☐ **Traditional professional occupations** (such as accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer)
- ☐ **Long-term unemployed** (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)
- ☐ **Retired**      ☐ Not applicable      ☐ Don't know      ☐ Prefer not to say
- ☐ Other, or if easier, please state / describe their job here:

.....

\* Cabinet Office (2019) [Guidance: Socio-economic background](#)