



HO **Trustee**
FS **Recruitment Pack**

July 2026

Hello!

We are delighted that you are interested in becoming a Trustee of **HOFS**.

This recruitment pack outlines our purpose and our recruitment process. This is an exciting time to join HOFS as we develop our fundraising strategy for capital improvements to our physical spaces, exploring ways to make our buildings more sustainable, more accessible and better able to provide new arts and cultural experiences for everyone in our community.

We invite new Trustees to join us in our mission. People who share our passion for the arts and community.

Alan, Amanda & Sue
HOFS Trustees

*A creative
community that
champions new
ideas*

About HOFs

HOFs is an arts organisation in Hadleigh, Essex, offering an engaging and high-quality programme of exhibitions, events, screenings, creative activities and workshops for all ages in our community. Our activities offer enjoyable new creative experiences; for a community that has little local cultural opportunities and few remaining community spaces, as well as providing volunteering and work experience opportunities.

The core of our work is to support creatives by providing affordable studio space and developing a public-facing programme of creative and cultural experiences.

Our presence and activities increase the cultural and creative economy locally and we work with partner organisations to ensure the impact of our work is effective and that we reach as many people as possible who can access culture and creativity. We are committed to enriching our local area through the arts.

Our History

Originally built in 1931, Hadleigh Old Fire Station is owned by Essex County Council - an operational fire station until closing in 2009. Refurbished and reopened in 2011 as the communication hub for the London 2012 Olympic mountain-biking event at Hadleigh Farm with artist studios and a multi-purpose hall.

Hadleigh Old Fire Station, or 'HOFS' as it became known was managed by arts education Charity, the Association for Cultural Advancement through Visual Art (ACAVA) until 31 March 2023.

At the end of 2023 HOFS gained charitable status as an independently run arts organisation, acquiring the lease on the site in early 2025 – securing the future of HOFS until at least 2030.

HOFS prides itself on its continued commitment to the community of Hadleigh. Its enviable position at the gateway to the town and close to shopping and library facilities, HOFS is well placed to be part of an evolving High Street, whilst retaining its iconic presence in the town and at the heart of residents and visitors alike.

The former fire station site including the adjacent Art House (formerly the Station Officer's accommodation) comprises 17 studio spaces, a large multi-use Appliance Hall (where the fire engines once were), three smaller residency/project rooms available for hire and the former Parade Ground available for events & parking.

HOFS now has a small but dynamic freelance team, taking care of programming, administration, marketing and operations.

Key Values

Our vision includes these key values that should be upheld in all decision making and planning.

- Diverse and Inclusive - be proactive in reaching a wide diverse group; both through trusteeships, partnerships, hires and callouts as well as audience members and attendees.
- Environmentally Sustainable – proactively implement Instigate an environmental policy that is improved each year.
- Flexible - be open to change, and adaptable to new ideas and new opportunities.
- Fair Pay - always allow a budget to pay fairly and being open from the start, explaining expectations of the work
- Stand by the creatives we host - consider who we collaborate with and ensure we support the work they create before committing to working with them. So we can be sure we can defend the work if necessary.

Our Vision document, architects feasibility study and copies of our annual report & accounts can be made available to interested applicants upon request.

Our Board

Our Board is composed of individuals who have had or currently have studio space at HOFs who collectively offer vital skills and insights. The Board meets a maximum of four times a year. This group has developed HOFs over a number of years. To date the role has been very much hands on and operational as well as instigating and guiding the strategic direction of the organisation.

WHY WE ARE RECRUITING

HOFs is at an exciting point in its development and wants to expand the Board from the current three Trustees to welcome new individuals who are equally passionate about our mission, vision and future plans. It is really important that new Trustees both understand and value the history and journey of the Charity but are also interested in supporting its future sustainability and development as a dynamic arts and cultural organisation.

The Role of a Trustee



Trustees are responsible for the overall governance and strategic direction of HOFS. Acting collectively as the Board, they ensure the Charity pursues its purpose, uses its resources responsibly, and operates in accordance with charity law and the highest standards of public accountability.

The Board sets the Charity's strategic direction and monitors progress against its objectives. Trustees provide oversight of performance, financial sustainability, and risk management, helping to ensure the Charity's resources are used effectively to deliver meaningful impact for its tenants, users and the wider community.

Trustees work closely with the small delivery team, offering support and constructive challenge while maintaining appropriate independence and accountability. Trustees contribute to Board discussions by drawing on their professional experience and judgement. They also support the Charity's wider profile through networks, partnerships, and advocacy.

“

ensure the Charity pursues its purpose, uses its resources responsibly, and operates in accordance with charity law and the highest standards of public accountability.

”

The role of Trustee is voluntary and unremunerated. Reasonable expenses incurred in carrying out the role will be reimbursed in line with the Charity's expenses policy. Trustees are appointed for an initial term of three years and may be reappointed for up to two further terms. In addition to formal meetings, Trustees are invited to attend events and engage more directly with the Charity's work.

The overall time commitment is approximately two days per month, although this may vary depending on the cycle of Board business.

Trustees' statutory responsibilities are clearly set out in the Charity Commission's publication CC3: The essential trustee: what you need to know, what you need to do. Useful guides and links to Trustee resources can also be found at <https://beingaCharitytrustee.campaign.gov.uk/>.



Who we are looking for

Personal qualities

All Trustees should demonstrate:

- A commitment to the purpose and values of HOFS
- Strategic thinking and sound judgement
- The ability to work collaboratively as part of a Board
- The confidence to offer constructive challenge
- High standards of integrity and accountability

Experience and insight

We welcome applications from candidates with a broad range of backgrounds. Experience in one of more of the following areas would be particularly valuable:

- Understanding the impact of organisations like HOFS within their community
- Assurance and governance, including experience relating to risk management, financial oversight, or organisational accountability
- Experience of the voluntary sector or arts/community organisations
- Capital projects particularly those related to re-purposing of buildings
- Knowledge of the skills and training sector
- Fundraising - including Heritage Lottery Fund
- Human Resources
- Professional legal training

Additional information

Candidates are not expected to meet all of the criteria. The Board is seeking to strengthen its collective capacity and welcomes applicants whose experience complements that of existing Trustees.

How to Apply

The closing date for applications is 17.00hrs on Monday 3 August 2026.

You will need to complete and submit:

1. A statement on what motivates you to apply, what excites you about the role, and how you believe your skills and experience will support our Charity ambition to create opportunities for local artists and the community. Please make sure you say how you meet the personal qualities, experience and insight set out above (no more than one A4 page).

2. Your CV (no more than two pages).

All applications should be sent to:
trustees@hofs.org.uk

All applications will be acknowledged. Appointments are subject to standard pre-appointment checks. These will be initiated during the later stages of the process and may run in parallel with final decision-making. We are sorry but we won't be able to consider incomplete applications or applications received after the deadline.

If you want to have an informal chat about the role or you have access needs - please email trustees@hofs.org.uk or telephone 01702 747968.

APPOINTMENT PROCESS

Interviews will be conducted by members of the Board and the Producer.

Closing Date: 17:00hrs Monday 3 August 2026

Interviews: w/c 10 August 2026

Board meeting: 12 noon 16 September 2026
(new Trustees invited to observe)

Onboarding: October 2026

Board meeting: January 2026 date to be advised
(first formal participation)

**We look
forward to
hearing
from you!**

**HO
FS**

HOFS (Hadleigh Old Fire Station) CIO
High Street, Hadleigh
Benfleet, Essex SS7 2PA
Charity number 1206184
www.hofs.org.uk