

Bradford Producing Hub

Applicant Information for prospective trustees - February 2026

If you require support with this document, please contact hello@bdproducinghub.co.uk

Thank you for your interest in supporting BPH as a Trustee.

We are seeking new trustees to join the Board of Bradford Producing Hub (BPH) on a voluntary basis.

It is an exciting time to join BPH, as we build on over 6 years of successful programming that meets the needs of artists and creatives in Bradford. Following a productive partnership with Bradford 2025 UK City of Culture and becoming a charity in 2025, we are now looking forward to new challenges and opportunities.

If you are interested in becoming part of a dynamic, artist-led charity, you will find the relevant information you need in this document, including:

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We look forward to hearing from you!

BPH Board: Karen, Stephen, Steph and Dave

1. Background to BPH

Our vision

A just and joyful cultural future - powered by people, rooted in place, and open to all. We imagine a creative sector where equity is the norm, not the exception. A cultural ecology where artists and communities, especially those historically excluded, can lead, shape, and thrive. Born in Bradford, our vision reaches beyond the city: a movement for systemic change, showing that local leadership can drive national transformation.

Our mission

To dismantle the barriers that limit who gets to make, lead, and belong in the arts, and build more equitable systems in their place. Ensuring there is space to play, create, test and showcase work across all artforms.

We challenge inequality and advocate for structural change. Through deep collaboration, artist-led development, and bold experimentation, we support those who've been sidelined by the status quo.

Our mission is to grow a resilient, inclusive creative sector that reflects the people it serves, values all forms of knowledge, and centres care, courage, and community in everything it does. Established in 2019 as a pilot project funded by Arts Council England, BPH emerged as a bold, needs-led response to deep-rooted and long-standing inequalities in the arts sector. In 2023, BPH became an independent organisation, and in March 2025, we formally registered as a charity.

Our values

- We are radical, challenging, and courageous. We speak truth to power, ask hard questions, and aren't afraid to disrupt the norm when change is needed.
- We are kind, nurturing, and supportive. We show up for each other, our communities, and the artists we serve.
- We are needs-led and equity-driven. We listen first, centre underrepresented experiences, and create space for others to lead.
- We are community-spirited, transparent, and approachable. We co-create with purpose and foster trusting and equitable partnerships.
- We are driven, progressive, and playful. We imagine boldly, work hard, and believe in the transformative power of creativity.
- We are dedicated, determined, and strategic. We stay rooted in our mission and committed to making real, necessary change.

Our plan

Some examples of the work we delivered during 2025 can be viewed [on LinkedIn](#). You can [read a draft of our 2026-2029 Strategic Plan](#), which sets out how we drive change through four interconnected strands:

Develop: Pathways in and through creative careers

Progress: Sector and infrastructure development

Advocate: For people, place, and change

Foundations: To deliver our mission

Alongside our core delivery, BPH has developed an important strategic position in Bradford and beyond, ensuring that creative development and opportunity are at the heart of local cultural planning and that Bradford is recognised nationally as leading the way in arts development. BPH sits on the Cultural Place Partnership Board - chaired by the Leader of

Bradford Council, and plays a key role in Bradford's UK City of Culture's success. We have been the Cultural Capacity Partner for Bradford 2025 since September 2022.

2. Who we're looking for

Skills and Experience

Having carried out an audit of our current board members' skills and experience, and being mindful of stable succession, we particularly welcome applications from people with relevant knowledge and experience in:

- **Chairing**
Experience in chairing, or a strong interest in developing into a Chair role in the future. As part of our commitment to good governance and succession planning, we are keen to strengthen leadership capacity within the Board.
- **Arts and/or cultural leadership**
Working at a strategic level across the local or national arts sector (e.g. *understanding place-based or specialist cultural development and policy*)
- **Artistic or creative**
Being an independent artist (e.g. *a creative freelancer or practitioner of any artform*) with a good understanding of the Bradford arts scene and being actively engaged in networks and sector-facing work.
- **Financial**
Especially charity accounting (e.g. *accountancy, budget management with a deep understanding of financial reporting - such as management and annual accounts*)
- **Fundraising and/or charitable giving**
Especially in the arts and culture sector (e.g. *experience in developing successful strategies to encourage donor relationships, donations and grants*)
- **HR and/or Legal**
Such as people management, recruitment and employment best practice
- **Heritage or capital development/building management**
And the utilisation and activation of spaces for the arts and creative sector (e.g. *experience of exhibition or studio space development and operation*)

Voices that represent the Bradford district

At Bradford Producing Hub, we're committed to inclusivity in everything we do. It's not just important in the artists we support and the processes we develop - we understand the need to ensure the team we build is as representative of the people of Bradford as possible, and recognise that we have some work to do here.

- We particularly welcome applications from people from the Global Majority¹, including Black, Asian and ethnically diverse communities who are underrepresented in arts

¹ The category of people in the global majority includes, but is not limited to, people of Black Caribbean, Black African, South Asian, East Asian, Southeast Asian, West Asian, Arab, Latinx, Jewish, Gypsy, Roma and Traveller backgrounds.

leadership and governance. Your lived experience, community knowledge and cultural insight are vital to shaping our future direction.

- We equally welcome applications from people who are LGBTQIA+, disabled², and/or from working-class or low socio-economic backgrounds. These perspectives are essential to ensuring our governance reflects the communities we serve.

We are committed not only to diversifying representation, but also ensuring trustees feel valued, heard and able to shape decisions meaningfully.

Expectations from all trustees

We expect all trustees to

- Abide by the [Essential Trustee guidance published by the Charity Commission](#).
- Contribute to creating an accessible and inclusive environment for trustees from all backgrounds and experiences, and support opportunities for collective skills and knowledge development.
- Understand and honour BPH vision, mission, values, and strategic objectives.
- Demonstrate a commitment to the role of trustee and working as a collective.
- Have a personal commitment to inclusion and support our commitment to anti-racist and anti-ableist practice, recognising that structural racism and ableism continue to shape the arts sector. We are actively working to challenge this within our governance, partnerships and programmes. This is an ongoing process of learning, accountability and action.

Though not essential, the following skills and personal attributes will be an advantage in the role (and ones you will develop through your time on the Board):

- Confidence to participate in debates around advocacy, key strategic issues, and the aptitude to challenge constructively
- Ambassadorial qualities and able to draw on relevant networks
- Strong communication and interpersonal skills
- High capacity for self-awareness
- Ability to foster and promote a collaborative working environment

You do not need to have any prior experience of being part of a board, and we will provide relevant training if required. If you'd like an informal and confidential discussion before applying, please contact our Interim CEO by emailing kate@bdproducinghub.co.uk.

3. Trustee responsibilities

The BPH Board of Trustees is the governing body of the organisation. Trustees are appointed for three years, renewable for a further three by the existing board members. Our

² The category of disabled people includes, but is not limited to, those who define themselves as disabled people, as people with long-term health conditions, as D/deaf or neurodivergent or in relation to their health-related access requirements.

board can have a maximum of 12 trustees, and the charity aims to ensure a range of relevant skills and diverse backgrounds.

Trustees shape BPH's long-term strategy, influence cultural policy locally and nationally, and hold the organisation to account in line with our charitable aims. To enable this effectively, we are committed to ensuring all trustees, particularly those from historically excluded backgrounds, are supported to contribute meaningfully and influence decision-making.

Trustees' statutory responsibilities

Trustees are not expected to arrive with expert knowledge in all areas of governance. Collective leadership at BPH is built on shared responsibility, openness, and learning together. We support trustees through induction and ongoing development with access to relevant training.

The key statutory responsibilities include:

- **Strategic direction**
Contribute to setting overall strategy, defining goals and evaluating performance
- **Legal compliance**
Ensure the organisation follows charity law, company law and its governing document ([Memorandum and Articles of Association](#))
- **Fiduciary responsibility**
Manage resources responsibly and ensure financial health
- **Beneficiary focus**
Ensure activities align with the charity's purpose and benefit the communities it serves
- **Act in the best interest**
Through prioritising the charity's needs in decision-making

Expected commitments

Trustees work with and delegate to the Executive Director and staff to ensure the day-to-day operations and delivery. Prospective trustees can expect the following commitment:

- Trustees receive notices of all meetings and approve the minutes and actions. Regular attendance at board meetings is essential. Board meetings usually take place in person, though online access can also be provided.
- There is a minimum of four meetings per year. Meetings normally take place every three months - although at certain times they may be more frequent.
- Trustees declare any conflicts of interest at the beginning of each meeting so that any conflicts can be managed. Board meetings typically include minutes of previous meetings, reports on recent actions, planning for the future, financial reporting and any actions that require board approval.

- Minutes record all matters relevant to the practical and legal operation of the charity and the decisions consequently made, including additional requirements placed on boards by our funders, such as Arts Council England.
- Trustees undertake to support the team and consider relevant matters on an 'as needed' basis and may set up sub-committees to achieve this.

4. Recruitment process

After reading this document, we hope you are tempted to apply to join us at BPH. [We follow guidance from Unlimited](#) on inclusive recruitment, and you can see our full process is as follows:

To apply, please send the following to hello@bdproducinghub.co.uk:

- A summary of your experience and the relevant skills you can bring to BPH (this can be a CV, but a simple document is also fine).
- A letter of application detailing how your skills and experience align with the skills, experience and commitments detailed in this recruitment pack.
- Written, audio, or video formats of the above are all welcome.
- If you have any access requirements we need to accommodate when handling your application or support you at the interview stage, please let us know what these are in your email.
- We'd also appreciate it if you could complete our [Equality and Diversity Monitoring form](#) when submitting your application.

Further details can be found on our website at
bdproducinghub.co.uk/join-our-board-of-trustees

If you have any questions about this position, you can contact us by email at
hello@bdproducinghub.co.uk.

The closing date for this round of applications is Monday 23 March 2026 at 11 PM.

We will be in touch by Thursday 26 March 2026, to let you know if you have been shortlisted. Shortlisted applicants will be invited to an interview week commencing 30 March 2026.

Our shortlisting and interviewing process

We know application fluency doesn't directly correlate with competency in the workplace and the ability to succeed in advertised roles. Sometimes, a chance to interview is all people need to really demonstrate experiences, skills and fit within an organisation.

We also know that not everybody's strengths lie in interviewing. We therefore provide the interview questions in advance to everyone selected to interview, to give people the best opportunity to demonstrate their skills, experience and ideas.

Shortlisted candidates will have a chance to meet the staff team and understand BPH in full. Following interviews, selected applicants will be given the choice either to join the board straightaway or to observe our board meeting on Thursday 23 April 2026, if they prefer, before being invited to join the board formally at the following meeting.

Other onboarding/introductory meetings will be held during 2026, along with any training and other induction support needed.

We hope you consider joining us at BPH, and we look forward to reading your application.