WESTBURY
ARTS CENTRE



Opportunity

Legal Trustee
Location: Meetings in Milton Keynes
Time commitment: 4 board meetings, AGM, plus additional hours a week
The appointment of Trustees is for an initial three-year term
Salary: Unremunerated voluntary role (reasonable expenses reimbursed)

Summary

Westbury Arts Centre, Milton Keynes, is a haven for creativity, sustainability and heritage, playing a key role in the ambition of the City Council for Milton Keynes to be a 'Creative and Cultural City.'

We proudly support Milton Keynes' bid to become UK City of Culture in 2029, an opportunity for a celebratory year of culture that has the potential to be transformative for Milton Keynes.

We are seeking a Trustee who would be responsible for providing advice to the Board on legal issues, including property and contracts, and complex human resource issues.

Westbury Arts Centre has three part-time staff and is overseen by a Board of Trustees who are all volunteers.

Purpose of the role

We are looking for someone with the expertise to take on a range of the tasks below:

- Ensuring compliance with relevant government legislation including in relation to employment, data protection and privacy, health and safety, safeguarding, property and contracts.
- Advise when qualified advice is needed for complex /specialist issues and brief and liaise with any external suppliers of these services.
- Advise on legal aspects of buying, selling or leasing land/property.
- Advising on and ensuring that appropriate insurances are in place.
- Advise and contribute to legal aspects of negotiations on complex/high value contracts.

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- Create and ensure HR documentation and policies are in place including employment contracts for permanent and temporary staff, health and safety, remuneration, welfare and health.
- Lead on HR projects such as terms and conditions of employment, restructures, job evaluation, pay negotiations, dismissals, settlements etc
- Advice and benchmarking on salaries and benefits, including pensions
- Other trustee responsibilities include reading board papers, contributing to discussions on key issues, supporting strategic planning, and contributing on other issues on which you have expertise.

Knowledge and skills

- Requires knowledge of the application of employment law, charity law and property and contract law.
- Candidates should ideally be qualified as a solicitor practising in England & Wales
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with a diverse range of stakeholders.
- An interest in the arts and belief in the value that the arts can bring to all.

Interested and would like to know more?
If you would like an informal discussion please contact Debbie Dixon to arrange deborah.dixon@westburyartscentre.org.uk

How to apply
To apply please email your curriculum vitae and supporting letter by Friday 19 February 2027 to deborah.dixon@westburyartscentre.org.uk

