

# Non-Executive Director Recruitment Pack

Summer 2024



# Welcome to Gaydio

We are the UK's LGBTQ+ station and training organisation, serving LGBTQ+ people up and down the UK. Each week our broadcasts reach over half-a-million people who listen to us on FM or DAB digital radio in the 13 cities that we currently broadcast in, or through our app or smart speakers. Our on-air format is an upbeat mix of pop and dance music, with engaging, topical and relevant content focused on our target audience. One minute we're bringing a unique perspective from Pride festivals, and the next, we're talking to key influential people about serious issues, such as mental health or hate crime that affects our community. It's a constant drumbeat of content, reflecting the full diversity and colour of LGBTQ+ people that keeps people listening and consuming our on-air, online and viral social media.

Alongside the radio service, we operate our training and development service, the Gaydio Academy. Each year over 250 people engage with us, be it on one of our grant-funded courses or volunteering to be part of the organisation. We believe that our strength is connecting the two sides of our organising, providing content that is not only for the community, but where we all play an active part in creating it.

As part of our portfolio of activity, we also deliver a series of exciting and engaging events throughout the year. Our biggest is the annual Gaydio Pride Awards, where we celebrate those that contribute to our community, tackling the disadvantage that many in our community experience. This is an open nomination process, with thousands of entries each year from across the UK. We're also really proud of our monthly LGBTQ+ business networking events, held in some of our key cities and expanding to new places in the coming months and years.



We're no newcomer though, and what we do has been delivered by the contribution of experienced and passionate people throughout the last 18 years, where we launched as a temporary pop-up radio service in 2006. In that time, we've grown to have a staff team of more than 20 people and an annual turnover in excess of £1 million. We operate from our main studio base in Manchester and, more recently, our studio in Brighton. We also operate over two separate boards, each with responsibility for their respective FM radio licences – but with close cooperation, to ensure that we continue to meet the needs of LGBTQ+ people across the UK.

Gaydio operates as a not-for-profit organisation, reinvesting our revenues into improving our organisation and providing a better service for our community.





## What We Are Looking For

We're at a really exciting turning point and we're looking for several new Directors to join one of our boards. In 2023, we launched a 3-year plan to develop, grow, and stabilise the business. As we come to the midpoint in this process, we need new perspectives, experience, and skills to help us complete this and develop the organisation to be future-ready.

We have several key areas where we feel there are skills gaps, or where additional people in these areas would be beneficial, including:

- Finance (inc grant management)
- Events
- Championing social change
- Commercial/media sales
- Radio and/or social media
- Marketing/PR
- Human Resources / leading in diversity & inclusion
- Legal

The role of a Director is a senior appointment, especially in a growing organisation, and we're looking for people who can demonstrate they have some or all of the following skills and experience:

- Passionate about working and improving the lives of LGBTQ+ people including a commitment to our mission and vision
- Strong analytical skills
- Strategic thinker, looking for creative ways to approach problems
- Favors a collaborative working style
- Understanding of risk management in a similar-sized organisation



- An understanding of our legal commitments as an Ofcom-regulated organisation, which often involves working with young and vulnerable people (desirable)
- Experience of working with senior management, up to board level
- A willingness and commitment to attend at least 10 board meetings per year

We are keen to enhance our representation geographically across the UK as well as ensuring that we represent the wider LGBTQ+ community. You should also have an understanding, ideally from lived experience, of the community that we're here to represent and serve.

We are keen to ensure the Board accurately reflects the diverse community and so are particularly keen to attract those who meet the above criteria who identify as women, bisexual, trans or non-binary and those from black and ethnic minority backgrounds. We're also particularly interested in people who are based across the UK but not in Brighton or Manchester, where we currently have significant representation. If you don't meet this criteria and have something to offer, please still apply.

Because you will assume legal responsibility for the organisation, before applying you should ensure that you can legally be a Company Director in the UK (e.g, you haven't been disqualified) and there are no obvious conflicts of interest. Directors will also be required to undertake a DBS check.

Irrespective of which of our boards you join, you will participate in helping to drive forward the wider organisation.

**Please note: this is an unpaid voluntary position although some expenses will be covered.**





# The Commitment

After the initial induction period, if all goes well, you will be invited by the respective Chairs to join one of our boards. This means you will sign up to be a Director at Companies house and assume the legal responsibilities that comes with that.

We typically hold 6 online board meetings per year, lasting 2 - 3 hours each. These are normally in the evening and we aim for the third Weds of the month, from 5-7pm. We sometimes have in-person meetings or planning days, lasting 4-5 hours, but these tend to be no more than once per year

Outside of this Directors often take on tasks or responsibilities to contribute to the organisation, for example, helping with Executive Director performance reviews, being part of an interviewing panel or acting as a source of advice for the day-to-day management team.

Directors also optionally attend some Gaydio events, to act as representatives of the board. For example, you might come to one of our business networking events, attend the Pride Awards or join us on a parade march. Of course, as Director, there could always be the need to address urgent or unplanned situations, but these are few-and-far between. Overall the commitment is likely to be around 5 hours per month.

Directors operate on a voluntary basis, although where travel and accommodation is required, this is often covered by the organisation.



# The Recruitment Process

We want to make the process as straight forward as possible, so if feel you meet the criteria then the first stage is to complete an application on our website ([Gaydio.co.uk/jobs](http://Gaydio.co.uk/jobs)). If you have any accessibility or support needs to complete this, or you have any questions then you can email [ian@gaydio.co.uk](mailto:ian@gaydio.co.uk) or call Ian on 01612001650.

After the closing date, we will meet to score the applications, so it's really important to answer the questions with as much detail as possible. We strongly encourage applicants not to use AI to write the answers, although this is a good tool to help structure answers.

We will then score the application as follows

Area	Score weighting
Experience and Qualifications	30
Strategic thinking and Leadership	30
Candidate meets one or more of our diversity priorities	15
Candidate is in one of our priority geographic areas	10
Demonstrating an understanding of the needs and experiences of LGBTQ+ people	15

Those with the highest scores will then be invited to an in-person/online interview and conversation with one of our Chairs and Executive team.

Following this, the successful candidates will be invited to an induction process, starting in the Autumn which includes participation of three meetings. This will give both us and you the opportunity to get to know each other. On the basis, both sides are happy to continue, you will have a conversation with the Chair who will formally invite you to join one of our boards.

Best of luck. We can't wait to hear your story.

