3T TOUR TECH TRAINING

A Representative Generation Of Live Music Crew

TRUSTEE RECRUITMENT PACK

NOV 2026







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REGISTERED CHARITY: 1209926

WELCOME

Thanks for your interest in joining the 3T board. We're a small, friendly micro charity with big plans, and the people around our board table will shape what happens next.

This pack tells you who we are, what being a trustee involves and how to apply.

If anything here raises a question, just ask. Email us at admin@3t.charity and we'll get back to you.



ABOUT 3T

A REPRESENTATIVE GENERATION OF LIVE MUSIC CREW.

3T was set up in 2020 by artists, managers and technicians who found it almost impossible to hire crews for their tours who reflect the diversity of audiences. They built a free, hands-on course to train people from underrepresented gender and ethnic groups as touring technicians.

Cable making, LED walls, RF, follow spots, audio patching, loading the truck: our graduates learn it all, and they're now working on shows of every size including Beyoncé, Sabrina Carpenter, The Jacksons, Stormzy and Coldplay.

We've run two courses so far, backed by artists including Nao and Mura Masa and a long list of industry supporters.

After a break, we're getting back on the road. Over the next year we're:

- Building a full, active board with the right mix of skills
- Putting our governance, policies and finances on a solid footing
- Raising the funding for our next course, planned for 2027
- Getting our next wave of trained crew into paid touring and technical careers



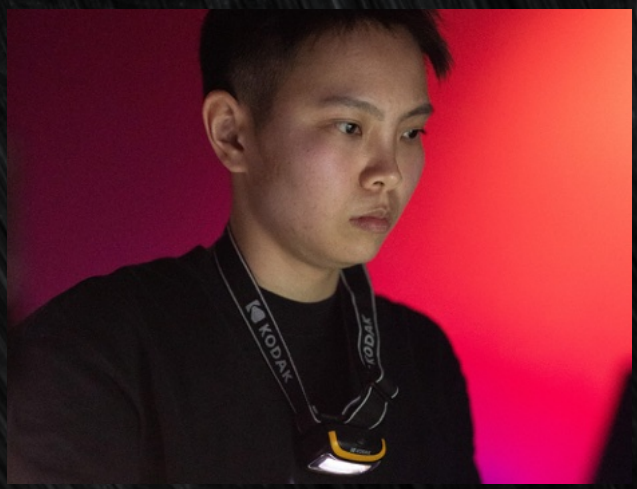
THE ROLES

We're recruiting for four roles. More detailed descriptions of each are further down in this pack.

Role	In a nutshell	Time
Chair	Leads the board and helps steer 3T's comeback	4 to 6 hours a month
Vice-Chair	Backs up the Chair and shares the leadership	4 to 6 hours a month
Treasurer	Looks after the money and helps grow our funding	6 to 8 hours a month
Trustee	Brings skills, ideas and connections to the table	4 to 6 hours a month

WHAT ALL TRUSTEES DO

Trustees are jointly responsible for 3T. Together, you make sure we stick to our purpose, follow charity law and our constitution, look after our money and manage risks. You make decisions as a group at board meetings, always in the best interests of 3T. The Charity Commission's guide The Essential Trustee explains it well if you'd like to read more.



WHAT WE'RE LOOKING FOR

You don't need board experience or a suit. We want people who care about opening up live music to everyone. We've already got plenty of touring and music industry know-how. What we need now is people with experience in:

- Charity governance, safeguarding or HR
- Finance, accounting or fundraising
- Grant writing and working with trusts and foundations
- Education and training
- Marketing, communications or partnerships

We particularly welcome women, non-binary people, people from Black, Asian and people from global majority backgrounds.





THE COMMITMENT.

Board meetings happen every 6 to 8 weeks, all online, with time needed beforehand to read papers and prepare. Many of our people work on tour, so we book meeting dates well in advance and value trustees who can attend regularly. Roles are voluntary, with reasonable expenses repaid, and each term lasts 3 years.

HOW WE RECRUIT TRUSTEES:

STEP BY STEP.

1. Register your interest

Fill in the form at the end of this pack, or send us a short CV, a few lines in an email, a voice note or a short video. Send it to admin@3t.charity by 5th January 2027.

2. Informal chat.

If it looks like a good fit, we'll invite you for a relaxed conversation online via video call with at least two existing trustees. It's two-way: you find out about us as much as we find out about you.

3. Paperwork and checks.

You sign the trustee declaration at the end of this pack, which covers eligibility and conflicts of interest. You'll also show proof of ID, give us details of two referees and have a DBS check.

4. Board decision.

The board votes on your appointment, either at a board meeting or in writing by a majority of trustees, and the decision is minuted.

5. We let you know.

Everyone who applies hears back, whatever the outcome.

6. Say yes.

You confirm in writing that you accept the role, as our constitution requires. Your term is 3 years, and we update the Charity Commission register within 28 days.

7. Welcome aboard.

You'll get our constitution, latest annual report and accounts, strategy, policies and recent minutes, plus the Charity Commission's guide The Essential Trustee. You'll have a catch-up with the Chair and Operations Manager, a buddy on the board for your first six months, and the chance to drop in on a training session when one is running.

ELIGIBILITY & CHECKS

To be a trustee you must be 18 or over and not disqualified from being a charity trustee under the Charities Act 2011. The Charity Commission's guidance on automatic disqualification sets out the rules in full.

We also ask every new trustee for:

- A signed trustee declaration confirming you're eligible and listing any conflicts of interest (form at the end of this pack)
- Proof of identity, such as a passport or driving licence
- A basic DBS check for all trustees, and an enhanced DBS check for anyone who works directly with our trainees. We arrange this and cover the cost
- Two references

A criminal record doesn't automatically rule you out. We look at each case fairly and in confidence.

We keep your information confidential, use it only for recruitment and store it in line with UK GDPR.



3T CHAIR ROLE DESCRIPTION

We're looking for a Chair to lead 3T's board as we bring the charity back to life and get our next wave of trainees on the road.

THE ROLE AT A GLANCE

Time	Around 4 to 6 hours a month, including a board meeting roughly every 6 to 8 weeks
Term	3 years, with the option to stand again
Where	Mostly online, with the option for in-person meet-ups or attending training sessions
Pay	Voluntary, with reasonable expenses repaid
Reports to	The board of trustees

WHAT THE CHAIR DOES

LEADS THE BOARD

- Plans and chairs board meetings so they're focused, friendly and end with clear decisions
- Makes sure every trustee gets a say, and that decisions are properly minuted
- Has the casting vote if a decision is tied
- Keeps the board on track with our 2026 to 2027 strategy

BUILDS A STRONG, DIVERSE BOARD

- Leads trustee recruitment and makes sure new trustees get a proper welcome
- Checks in with trustees each year on how things are going and what support they need
- Helps the board work out where its skills gaps are

SUPPORTS THE TEAM

- Acts as the main point of contact for AJ, our Operations Manager
- Offers support and a sounding board, while leaving day-to-day delivery to the team

KEEPS 3T SAFE AND ON THE RIGHT SIDE OF THE RULES

- Makes sure the board meets its duties under charity law and our constitution
- Makes sure conflicts of interest are declared and handled properly
- Signs off key documents alongside another trustee

CHAMPIONS 3T

- Represents 3T with funders, partners and the music industry
- Helps open doors to new supporters, placements and opportunities for our graduates

WHO WE'RE LOOKING FOR

You don't need to have chaired a board before. What matters is that you believe the live music industry should be open to everyone, and you can bring people together to make it happen.

YOU'LL HAVE

- A real passion for diversity and inclusion in live music or the creative industries
- Experience of leading or bringing groups of people together, whether in work, a community group, a band or a crew
- The confidence to run a meeting, keep things moving and help people reach decisions
- Good judgement, and the ability to ask the right questions
- An understanding of charity governance and strategy, or a real willingness to learn
- Time to give 4 to 6 hours a month

IT WOULD BE GREAT IF YOU ALSO HAVE:

- Experience as a trustee or on a committee
- Lived experience of the barriers our trainees face
- Knowledge of the touring or live production world
- Contacts with funders, music businesses or industry bodies
- Skills in one of our priority areas: finance, fundraising, safeguarding or education and training

We particularly welcome applications from women, non-binary people and people from global majority backgrounds. You must be 18 or over and not disqualified from being a charity trustee.

WHAT YOU GET

The chance to shape a small charity that's changing who gets to build the show. You'll work with touring pros and graduates, grow your leadership and governance experience, and see the difference first-hand.

3T VICE-CHAIR ROLE DESCRIPTION

We're looking for a Vice-Chair to work alongside our Chair, share the leadership and help get 3T back on the road.

THE ROLE AT A GLANCE

Time	Around 4 to 6 hours a month, including reading papers and preparing for board meetings every 6 to 8 weeks
Term	3 years, with the option to stand again
Where	Mostly online, with the option for in-person meet-ups or attending training sessions
Pay	Voluntary, with reasonable expenses repaid
Reports to	The Chair and the board of trustees

WHAT THE VICE-CHAIR DOES

BACKS UP THE CHAIR

- Acts as a sounding board for the Chair between meetings
- Steps in to chair board meetings when the Chair can't be there
- Shares the load on planning agendas and following up actions
- Helps keep the board on track with our strategy

KEEPS THE BOARD RUNNING SMOOTHLY

- Helps new trustees settle in, acting as a buddy where needed
- Checks in with trustees so everyone feels heard and supported
- Helps keep meetings regular and well attended, even when trustees are on tour

TAKES THE LEAD ON AGREED AREAS

- Leads on a specific area agreed with the board, such as recruitment, safeguarding or policies
- Leads any review of the Chair's performance

KEEPS 3T SAFE AND ON THE RIGHT SIDE OF THE RULES

- Makes sure the board meets its duties under charity law and our constitution
- Signs off key documents alongside another trustee when needed

CHAMPIONS 3T

- Represents 3T with funders, partners and the music industry when the Chair isn't available
- Helps open doors to new supporters and opportunities for our graduates

WHO WE'RE LOOKING FOR

You don't need to have been a trustee before. What matters is that you believe the live music industry should be open to everyone, and you're up for helping lead a small charity through its comeback.

YOU'LL HAVE

- A real passion for diversity and inclusion in live music or the creative industries
- Experience of working in or leading a team, committee or group
- An understanding of charity governance, or a willingness to learn
- Good judgement, and the confidence to step up and chair a meeting when needed
- Time to give 4 to 6 hours a month, with regular availability for meetings

IT WOULD BE GREAT IF YOU ALSO HAVE:

- Experience as a trustee or on a committee
- Lived experience of the barriers our trainees face
- Knowledge of the touring or live production world
- Contacts with funders, music businesses or industry bodies
- Skills in one of our priority areas: finance, fundraising, safeguarding or education and training

We particularly welcome applications from women, non-binary people and people from global majority backgrounds. You must be 18 or over and not disqualified from being a charity trustee.

WHAT YOU GET

The chance to help shape a small charity that's changing who gets to build the show. You'll work with touring pros and graduates, grow your leadership and governance experience, and see the difference first-hand.

3T TREASURER ROLE DESCRIPTION

We're looking for a Treasurer to look after 3T's money and help us build the funding we need to get back on the road.

THE ROLE AT A GLANCE

Time	Around 6 to 8 hours a month, including a monthly check of the accounts, reading papers and preparing for board meetings every 6 to 8 weeks
Term	3 years, with the option to stand again
Where	Mostly online, with the option for in-person meet-ups or attending training sessions
Pay	Voluntary, with reasonable expenses repaid
Reports to	The board of trustees

WHAT THE TREASURER DOES

LOOKS AFTER THE MONEY

- Oversees 3T's bank account, income and spending
- Checks the accounts every month and makes sure records are kept up to date
- Acts as a signatory on the bank account, alongside another trustee
- Makes sure we have simple, sensible financial controls in place

PLANS AHEAD

- Leads on the annual budget, including course budgets, with the Operations Manager
- Reports on our finances at each board meeting in a way everyone can understand
- Helps the board set a reserves policy and keep an eye on financial risks

KEEPS US COMPLIANT

- Makes sure our annual accounts and return are sent to the Charity Commission on time, within 10 months of our year end
- Makes sure any grants are spent and reported on as agreed with funders
- Leads on setting up Gift Aid with HMRC

HELPS GROW OUR INCOME

- Works with the board on our funding plan, so we're not relying on a single funder
- Provides the budgets and financial information funders ask for in applications

WHO WE'RE LOOKING FOR

You don't need to be an accountant. What matters is that you're comfortable with numbers, believe the live music industry should be open to everyone, and want to help a small charity get its finances on a solid footing.

YOU'LL HAVE

- Experience of managing budgets, bookkeeping or financial reporting, at work or in a community group
- The ability to explain money matters simply to people who aren't finance experts
- Good attention to detail and sound judgement
- A real passion for diversity and inclusion in live music or the creative industries
- Time to give 6 to 8 hours a month, with regular availability for meetings

IT WOULD BE GREAT IF YOU ALSO HAVE:

- An accounting qualification, or experience of charity finance
- Experience as a trustee or treasurer, or on a committee
- Lived experience of the barriers our trainees face
- Experience of fundraising, grants or working with trusts and foundations
- Know your way around a stage? Bonus, but not a must. We've already got plenty of touring and industry know-how

We particularly welcome applications from women, non-binary people and people from global majority backgrounds. You must be 18 or over and not disqualified from being a charity trustee.

WHAT YOU GET

The chance to help shape a small charity that's changing who gets to build the show. You'll build hands-on charity finance and governance experience, work with touring pros and graduates, and see exactly where every pound makes a difference.

3T TRUSTEE ROLE DESCRIPTION

We're looking for trustees to bring their skills, ideas and connections to 3T's board and help get us back on the road.

THE ROLE AT A GLANCE

Time	Around 4 to 6 hours a month, including reading papers and preparing for board meetings every 6 to 8 weeks
Term	3 years, with the option to stand again
Where	Mostly online, with the option for in-person meet-ups or attending training sessions
Pay	Voluntary, with reasonable expenses repaid
Reports to	The Chair and the board of trustees

WHAT TRUSTEES DO

SHARE RESPONSIBILITY FOR 3T

- Make sure 3T sticks to its purpose and follows charity law and our constitution
- Make decisions together at board meetings, in the best interests of 3T
- Keep an eye on money, risks and how well our work is going

HELP SHARE OUR FUTURE

- Help deliver our 2026 to 2027 strategy, from developing policy to running our next course
- Bring fresh ideas and challenge, so we keep improving

BRING YOUR SKILLS

- Take the lead on an area that matches your experience, such as governance, safeguarding, fundraising, training or comms
- Join a small working group or sub-committee if you'd like to

CHAMPION 3T

- Spread the word about 3T through your own networks
- Help open doors to new supporters, funders and opportunities for our graduates

WHO WE'RE LOOKING FOR

You don't need to have been a trustee before, and you don't need a suit. What matters is that you believe the live music industry should be open to everyone, and you're up for helping a small charity grow.

YOU'LL HAVE

- A real passion for diversity and inclusion in live music or the creative industries
- Good judgement, and the confidence to ask questions and share your view
- The ability to work well as part of a team
- Time to give 4 to 6 hours a month, with regular availability for meetings

IT WOULD BE GREAT IF YOU ALSO HAVE:

- Skills in one of our priority areas: charity governance, safeguarding or HR; finance or fundraising; grant writing; education and training; or marketing and comms
- Experience as a trustee or on a committee
- Lived experience of the barriers our trainees face
- Know your way around a stage? Bonus, but not a must. We've already got plenty of touring and industry know-how

We particularly welcome applications from women, non-binary people and people from global majority backgrounds. You must be 18 or over and not disqualified from being a charity trustee.

WHAT YOU GET

The chance to help shape a small charity that's changing who gets to build the show. You'll work with touring pros and graduates, grow your governance experience, and see the difference first-hand.

REGISTER YOUR INTEREST:

Fill this in and email it to admin@3t.charity. Prefer to send a voice note or video instead? That's fine, just cover the same points.

Name	
Email	
Phone	
Where you're based	
Which role(s) interests you? (Chair, Vice-Chair, Treasurer, Trustee, or not sure)	
Why would you like to join 3T?	
What skills and experience would you bring?	
Have you been a trustee or on a committee before?	
How did you hear about us?	
Anything we can do to make the process easier for you?	

TRUSTEE DECLARATION

We'll ask you to sign this before you're appointed.

ELIGIBILITY

I confirm that I am 18 or over and that I am not disqualified from acting as a charity trustee. In particular, I confirm that I:

- [ ] Do not have an unspent conviction for an offence involving dishonesty or deception, terrorism, money laundering, bribery, or misconduct in public office, perjury or perverting the course of justice
- [ ] Am not subject to sexual offences notification requirements (the sex offenders register)
- [ ] Am not an undischarged bankrupt, or subject to a bankruptcy restrictions order, debt relief order or individual voluntary arrangement
- [ ] Am not disqualified from being a company director
- [ ] Have not been removed as a charity trustee, officer, agent or employee by the Charity Commission or the courts for misconduct or mismanagement
- [ ] Have not been found in contempt of court for making a false statement
- [ ] Am not designated under anti-terrorism legislation

CONFLICTS OF INTEREST

I will declare any interest, paid or unpaid, that could conflict with my duty to act in the best interests of 3T, including links to suppliers, funders or other organisations. My current interests are:

[List any interests, or write “none”]

CODE OF CONDUCT

I agree to follow 3T’s constitution, policies and trustee code of conduct, and to keep board business confidential.

I confirm that the information I’ve given is true, and I’ll tell the Chair straight away if anything changes.

Name	
Signature	
Date	

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