



Recruitment Pack 2026

Role:

**Company
Secretary**

Registered Charity Number: 1148109
Company Limited by Guarantee: 08073756



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Contents

- 1.** About Photo Fringe
- 2.** Our Mission, Values and Strategic Aims
- 5.** Recruitment Overview
- 6.** Role Description
- 8.** How to Apply

About Photo Fringe

Volunteer-led charity

Photo Fringe is a volunteer-led, collaborative platform providing essential professional development opportunities and peer-support for lens-based artists.

Founded 2003

International reputation

We invite everyone to work with us to create a fairer, safer, greener, anti-racist world together through photography.

Championing new talent

Year-round programme

Our year-round programme fosters ambition, innovation and self-reliance in artists; nurtures confidence and creativity in participants; and inspires audiences with extraordinary images in unexpected places.

Inclusive & accessible

Festival every two years

Since 2003, Photo Fringe has forged an international reputation for curating participation, developing pathways for people from all backgrounds to take part and enjoy photography.

DIY ethos

Working nationwide

Renowned for promoting outstanding new talent, Photo Fringe connects this nascent talent to new audiences, working with artist-led initiatives and festivals around the country.

For a fairer, safer, greener, anti-racist world

Every two years Photo Fringe delivers an inclusive festival and everyone is invited. The festival has a DIY ethos and exhibitors contribute fees so that collectively we can produce a high-quality, inclusive and ground-breaking event.

Our Mission, Values and Strategic Aims

Since 2003, Brighton Photo Fringe has delivered 11 open-access festivals, gaining international recognition for its high-quality programmes. Born in Brighton, rooted in Sussex and international in outlook, we explore the role of photography in society; how it frames our lives and how it enhances our understanding of the world and each other.

Photo Fringe is a registered charity. The voluntary Board raises project funding and generates income from sales and donations.

We utilise our expertise and position within the industry to empower artists at all stages in their creative journey to become self-reliant and to set the agenda of how they make and share their own work. We empower artists and communities to make work together, transforming civic spaces through vibrant exhibitions and events.

We welcome anyone curious and passionate about photography. We want to open up the artform and ensure inclusiveness for people facing barriers, including young global majority artists; young people in and outside formal education; and communities across the southeast coast.

We strive to be a democratic, accessible, welcoming and supportive platform. Encouraging participation is key to everything we deliver. This open ethos of the Fringe makes it distinct from other photography or lens-based festivals presently working in the UK.

We have built a reputation for

- New talent discovery and support
- Accessible, affordable exhibition platforms
- Championing artist collectives
- Artist CPD, mentoring & industry networking
- Training emerging curators to promote inclusive practice
- Commissions that encourage participation
- International exchanges & residencies
- Support for underrepresented artists
- Mentoring young people's creativity
- Fostering experimentation



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Strategic Aims

- Strategic development: to create a model of relationships, opportunities and pledges to fund our vision to develop new ways of seeing together, and build a diverse community of interest to provide new energy and expand capacity.
- Talent development: reach and develop lens-based artists and nurture diverse talent.
- Curating participation: to increase confidence, creativity and well-being in Photo Fringe participants.
- Inspiring new ways of seeing: create and deliver key messages about contemporary photography to diverse audiences in a bold, effective and engaging way.



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Charity Objects

The Charity's objects are to promote, maintain, improve and advance education by the encouragement of the arts in general and in particular, the art of lens-based media, in particular but not exclusively, by organising a biennial photography festival in Brighton and Hove and other similar activities.

Vision

To develop new ways of seeing together.

Values

- Collaborative and connected
- Open and inclusive
- DIY and experimental



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Recruitment Overview

Photo Fringe is led by a volunteer Board of Trustees. The Board raises funds to deliver a biennial festival in Brighton & Hove and stretching along the south-east coast. They recruit freelance staff to deliver the festival, and where funding is available, other projects and events in between festivals.

Not only do Trustees bring their extensive knowledge, skills, expertise and experience, but they also assist with hands-on delivery. In a small, dynamic charity like Photo Fringe, all Trustees need to be passionate, committed and proactive.

We are looking for people who share our values, care deeply about photography and have strong skills in leadership, governance, fundraising and financial management. You will act as an ambassador and advocate for Photo Fringe, championing our work and supporting our small freelance team, Trustees and volunteers to deliver an outstanding, inclusive festival.

Photo Fringe is seeking

- A new Chair / two Co-Chairs
- A Treasurer
- A Company Secretary

All roles begin in early 2026 and are voluntary positions.

Role Description: Company Secretary

Responsibilities

Governance

- Ensure Photo Fringe is governed in accordance with its constitution, charity and company law, and best practice.

Board meetings

- Organise and minute board meetings inclusively, effectively and impartially, ensuring Trustees work collaboratively to make decisions in the best interests of Photo Fringe and in accordance with its governing documents, with quarterly meetings, an annual general meeting and emergency meetings as required.
- Ensure the Board Meetings and the AGM are well planned and appropriately administrated; papers sent out in a timely manner and minutes taken, checked, signed by the Chair/Co-Chair, filed and shared.
- Ensure meetings are carried out democratically, recording clear SMART goals and action points.
- Monitor action points to ensure they are delivered in a timely manner as agreed.

Policies and procedures

- Ensure the charity has appropriate policies in place such as: health and safety, EDI, environment and safeguarding.
- With Trustees, develop a code of conduct for the good governance of Board meetings; for staff behaviour and also for audience behaviour.
- Ensure the appropriate insurance and DBS certificates are in place for the relevant Trustees, staff and volunteers and safeguarding guidance is followed.
- Support the Treasurer to maintain the risk register.

Ensuring Financial Stability

- Support the Chair to write the annual report, with assistance from Trustees and staff.
- Support the Treasurer with the annual accounts and provide minutes etc for the annual independent examination.
- Work with Trustees and staff to fundraise for the charity and ensure it remains solvent.
- Support the Chair and Treasurer to ensure funding requirements are met and interim and final reports are submitted.
- Support the Chair to ensure evaluation of activities and ensure appropriate data is captured for future fundraising, reporting and advocacy.

Person Specification

- Understanding and experience of diligent charity governance
- Good advocacy skills
- Passionate about photography
- A shared commitment to the vision, values and ethos of Photo Fringe
- Strong connection with Brighton, with local knowledge and networks
- Demonstrable commitment to equity, diversity and inclusion
- An interest in philanthropy and successful fundraising experience
- Knowledge of financial and risk management
- A keen collaborator with a track record of effective partnership working
- Kind, compassionate and empathetic
- A positive, can-do attitude

Terms

- Unpaid, voluntary post
- A minimum of 14 hours a month, worked flexibly.
- The run-up to the biennial festival may require more hours.
- Initial term of 3 years, extendible by one term.
- Some reasonable expenses such as travel and hospitality can be paid, subject to available budgets.

See [Charity Commission guidance - GOV.UK](#) and [Help and guidance | NCVO](#) for further guidance on managing a charity.

How to apply

Please send us your CV (no more than 2 sides A4); a short, one-paragraph biography as well as a cover letter no more than two sides of A4, letting us know:

- Why you would like to be Photo Fringe's new Company Secretary – what is it that attracts you to the role?
- Why you think you're a good fit for Photo Fringe as a charity.
- How your skills, knowledge, experiences and values might contribute to Photo Fringe.

Please also send in on a separate sheet of no more than one side of A4 a response to the following question:

- What do you think are the three key challenges facing Photo Fringe today and how would you address them if you were in the post?

We are happy to receive answers to these questions as video or audio files if that is better suited to your needs. Feel free to ask questions or let us know if there's anything we can do to make this process easier for you. We'll be sensitive to your needs and can keep information confidential as required.

Please also

- Complete an anonymous equal opportunities monitoring form [here](#).

We are committed to building a diverse and inclusive board and encourage candidates from a broad range of backgrounds and life experiences who demonstrate a clear passion for photography, open-access and our DIY ethos.

Contact

If you have any questions, please email the current Chair, Rebecca Drew rebecca@photofringe.org

Deadline

5pm, Friday 9 January 2026