



## **National Heritage Science Forum - Chair of the Board of Trustees (Voluntary)**

The National Heritage Science Forum (NHSF) is seeking to recruit a new Chair to lead its active Board of Trustees to deliver NHSF's charitable objects and take forward the implementation of the new Strategic Framework for Heritage Science in the UK. As a committed, energetic leader you will bring a fresh perspective to strengthening NHSF's strategic relationships, growing its membership and realising the public benefits of heritage science research.

### **About the National Heritage Science Forum**

The National Heritage Science Forum (NHSF) brings together the diverse and multidisciplinary heritage science community. The Forum's membership spans Arts and Sciences and represents many of the major UK institutions that make a significant contribution to the Heritage Science community. NHSF works through its members to:

- improve collaboration across heritage science;
- demonstrate the public benefit of heritage science, and;
- help practice make better use of research.

Over the past year NHSF has led work to develop a new strategic framework for Heritage Science in the UK. This framework responds to changes in the policy and operating environment for heritage science including the establishment of UK Research & Innovation and a new structure for the Research Councils, the publication of the Industrial Strategy and Digital Strategy, and a post Brexit vote landscape.

NHSF will work with the wider heritage science sector to implement the strategic framework. It has identified the following as key areas of activity for the Forum in the next 1-3 years:

- strengthening relationships with strategic bodies to secure funding streams that are accessible to heritage science
- growing membership to be more inclusive and representative of the UK heritage science community
- communicating the public benefit of heritage science more clearly.

NHSF is a registered charity (1154160) and is committed to demonstrating the public benefit of heritage science, and increasing public engagement and support for it. The Forum has its roots in the recommendations of a House of Lords Select Committee report on Science and Heritage (2006), the Science and Heritage Programme (AHRC/EPSRC 2007-13) and the National Heritage Science Strategy (2010).

Further information: [www.heritagescienceforum.org.uk](http://www.heritagescienceforum.org.uk)

The position of Chair of the Board of Trustees is open to everyone who is eligible to act as a Trustee. The Chair will be appointed as a Trustee of NHSF. In addition to the responsibilities of a Trustee, the Chair has specific responsibilities which are identified below.

### **Responsibilities**

#### **Specific responsibilities of the Chair**

- Raise NHSF's profile amongst policy makers and strategic decision makers.
- Act as a high-level spokesperson for NHSF and represent the organisation at appropriate events, meetings or functions.
- Use networks and position to build relationships to ensure the growth of NHSF as an organisation and open up opportunities for collaborative working with allied organisations.
- Work with trustees and member organisations to transform NHSF's approach to public

engagement with heritage science.

- Lead trustees in defining a realistic programme of activities for NHSF.
- Work with the Consultant Development Director to plan the annual cycle of board meetings and set the agendas.
- Chair and facilitate the board meetings.
- Chair meetings of the Executive Group and through that group manage the performance of the Consultant Development Director
- Monitor the implementation of decisions taken at board meetings as part of an overall oversight of progress delivery against the annual workplan and strategic direction.
- Define and keep under review selection and performance criteria for trustees.

#### **General responsibilities of Trustees**

- Ensure that NHSF complies with its governing document (its [Constitution](#)), charity law and any other relevant legislation or regulation.
- Ensure that NHSF applies its resources exclusively in pursuing its charitable objects.
- Contribute to the determination of NHSF's strategic direction; setting overall policy, defining goals, setting targets and evaluating performance.
- Identify opportunities for the future development and growth of the organization.
- Safeguard the good name and values of NHSF.
- Be collectively responsible for the actions of the organization and other trustees.
- Provide the oversight that ensures the effective and efficient administration of the organisation.
- Ensure the financial stability of the organization and exercise financial control through the scrutiny of financial statements, approving financial procedures, and discussing and agreeing annual budgets (with revisions as necessary).
- Ensure that risks are identified and managed appropriately.

#### **Person specification**

- Clear strategic vision and demonstrable experience of leadership at a strategic level.
- A passion for heritage science and credibility amongst heritage science researchers and practitioners, as well as funders, policy makers and users of heritage science research.
- Excellent communication skills and networks, and the willingness to use these to raise the profile of heritage science and its public benefit.
- Good independent judgment.
- Tact, diplomacy and good powers of persuasion.
- Commitment to carrying out the duties and responsibilities of the role of the Chair.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the Chair.
- Experience of acting as a trustee and an understanding of charity law and finance.

#### **Other information**

- The role of Chair of the National Heritage Science Forum is voluntary.
- Reasonable expenses associated with the duties of the Chair will be paid.
- Appointment is for a term of three years in the first instance.
- The Board of Trustees meets 4 times a year, in addition to the AGM. Most meetings are in London.
- The Executive Group meets 6 times a year by teleconference.
- The time commitment for the Chair is expected to be approximately 2 days per month.

#### **Application process**

Please send a letter explaining why you are interested in this role and how you meet the person specification, together with a summary CV (of no more than two sides of A4) and contact details for two referees to the NHSF Administrator, Caroline Peach [administrator@heritagescienceforum.org.uk](mailto:administrator@heritagescienceforum.org.uk).

**Closing date for expressions of interest: 31<sup>st</sup> October 2018**

Interviews in the week of 12<sup>th</sup>-16<sup>th</sup> November 2018

National Heritage Science Forum AGM 5<sup>th</sup> December 2018