



National Heritage Science Forum – Trustee (Honorary Secretary)

The National Heritage Science Forum (NHSF) seeks to appoint an Honorary Secretary to join the Board of Trustees and play a key role in helping NHSF to deliver its charitable objects and develop as an organisation.

NHSF is a membership organisation and registered charity that:

- helps organisations with an interest in heritage science to work together, and
- works to demonstrate the public benefit of heritage science.

Heritage science is an umbrella term used to encompass all forms of scientific inquiry into human works and the combined works of nature and humans that are of value to people. Heritage scientists come from disciplines spanning the arts and sciences; they work with art, artefacts, buildings, archaeological remains and landscapes, using techniques ranging from sub-microscopic to satellite-based scales to understand, manage, and care for heritage. Heritage science is used to increase people's engagement with heritage, to respond to societal challenges such as climate change, and to generate new knowledge.

You would join us at a transformational time for heritage science in the UK. We have an ambitious programme of work guided by the [Strategic Framework for Heritage Science in the UK](#) (a tool to help the heritage science community address shared strategic priorities in three areas of public value, excellent research and a confident and inclusive community). We are leading this work in the context of a recent £80 million investment by UK Research and Innovation in RICHES ([Research Infrastructure for Conservation and Heritage Science](#)) which will establish a connected network of facilities, collections and expertise in conservation and heritage science.

Role of Honorary Secretary

The Honorary Secretary is a key role within NHSF's governance structure that supports the Board of Trustees' governance responsibilities and ensures efficient Board operations. This is a voluntary role and the Honorary Secretary will be appointed as a Trustee of NHSF. In addition to the general responsibilities of a Trustee, the Honorary Secretary has the specific responsibilities identified below.

Responsibilities of the Honorary Secretary

1. Liaise with the Chair to prepare Board meeting agendas. Assemble and circulate Board meeting papers.
2. Attend four trustee meetings a year (normally online) and the AGM (normally in-person) and take minutes.

3. Send induction materials to new trustees as they join the Board, collect declarations of eligibility and register new trustees with the Charity Commission.
4. Collect trustee declarations of related party interests and transactions each year and maintain the register of interests.
5. Prepare and circulate the AGM notice, agenda, minutes
6. Act as NHSF's point of contact with the Charity Commission and ensure Charity Commission records are up to date including submission of the Trustees' Annual Report and Annual Accounts and completion of the Annual Return.
7. Lead on good governance practice including, with support from the external consultant, conducting the annual review of NHSF's policies and procedures, and Trustee and Member handbooks.
8. Act as the keeper of the risk register and primary account holder for NHSF's Microsoft Office licences.

NHSF outsources support functions to an external supplier which include services to support the Board of Trustees, Member Council, Task Groups, Finance and Communications. You are not alone, and a strong body of knowledge exists to support the person appointed to the role of Honorary Secretary. We estimate the time commitment to be approximately 1 day per month, though this is not spread evenly through the year.

Person specification

We would like prospective trustees to be able to demonstrate:

- commitment to the aims and objectives of the [National Heritage Science Forum](#) including promoting the public benefit of heritage science
- enthusiasm for the role heritage science can play in creating better outcomes for our society
- an understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- familiarity with charity governance good practice
- the ability to see think strategically and to work to ensure the long-term sustainability of NHSF
- good judgment and the willingness to voice their own opinions whilst also taking into account the opinions of others

We welcome applications from people with diverse backgrounds. You do not need to have previous experience as a trustee or a background in heritage science as we will provide an induction and support. If you would like to find out more about the responsibilities of a trustee we have provided further information below and there is guidance available from the [Charity Commission](#). Please check that you are eligible to act as a trustee by reading the Charity Commission [declaration of eligibility and responsibility](#) (successful applicants will be required to sign this form before appointment).

Application process:

Please apply by submitting a CV and a covering letter outlining why you are interested in the role of trustee of the National Heritage Science Forum by email to Caroline Peach (administrator@heritagescienceforum.org.uk) by 23:59 on 10th November 2025.

Please let us know by email if you need any reasonable adjustments to enable your participation in this recruitment process.

- Applicants will be informed by the end of 17th November 2025 whether they have been invited to take part in an online interview with NHSF's appointments panel to discuss their interest in the role.
- We expect online interviews to take place in the week starting **24th November 2025**.
- The successful applicants will be proposed to the membership for appointment to the Board of Trustees at NHSF's AGM in January 2026.

About the National Heritage Science Forum

The National Heritage Science Forum (NHSF) is a registered charity (Charitable Incorporated Organisation) that improves collaboration in heritage science by connecting communities of practice.

- We shape the future through strategic partnerships to build and share knowledge, data and skills across organisational boundaries.
- We connect people: researchers, conservators, curators, scientists from many disciplinary backgrounds, educators at all levels and commercial operators.
- We co-create the Strategic Framework for Heritage Science in the UK and coordinate its delivery.

Our membership is made up of organisations which include universities, museums, archives and galleries, public bodies and charities that use scientific research to reveal new information about individual objects and collections; understand how to adapt, re-use or protect buildings from the impacts of a changing climate; or discover how land has been manipulated by human activity over millennia.

Find out more about the work of heritage scientists in our '[5 minutes with...series](#)'

As an organisation, our current priorities are:

- to engage the heritage science community with the Strategic Framework for Heritage Science in the UK
- to promote the societal relevance of heritage science
- to develop NHSF as a vibrant and sustainable organisation that is able to champion heritage science and support its members.

Responsibilities of trustees

General

- Attend trustee meetings and the AGM, contributing to the board's role in determining NHSF's strategic direction, defining goals, setting targets and evaluating performance

against those targets.

- Identify opportunities for the future development and growth of the organisation.
- Act as an ambassador for the National Heritage Science Forum and safeguard the good name and values of NHSF.
- Advocate the role of heritage science to a wider stakeholder community.
- 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 objectives.
- Ensure the financial stability of the organisation and exercise financial control through the scrutiny of financial statements, approving financial procedures, and annual budgets.
- Ensure that risks are identified and managed appropriately.
- Be collectively responsible for the actions of the organisation and other trustees.

Other information

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). It is a membership organisation constituted as a Charitable Incorporated Organisation (CIO, registered in England & Wales no. 1154160).

- The role of Trustee of the National Heritage Science Forum is voluntary but trustees may apply for the reimbursement of expenses in line with NHSF's financial policies.
- Trustees are appointed for an initial term of three years. Trustees may stand for reappointment up to a maximum of seven consecutive years.
- The Board of Trustees meets 4 times a year, in addition to the AGM. Recent meetings have been held virtually or in hybrid format. The time commitment is estimated at the equivalent of 1 day per month, though this does not fall equally throughout the year; key months for engagement are typically June, September, December and March.
- Any Trustee who attends fewer than 1 in 4 consecutive Board meetings may be asked to resign.
- Trustees must declare that they are eligible to act as trustees and must declare all related party interests and transactions.

Website: www.heritagescienceforum.org.uk

LinkedIn: [National Heritage Science Forum](https://www.linkedin.com/company/national-heritage-science-forum/)