



National Heritage Science Forum – Trustee

About the National Heritage Science Forum

The National Heritage Science Forum (NHSF) brings together the producers and users of heritage science to improve collaboration, help practitioners make better use of research, and demonstrate the public benefit of heritage science. Our member organisations are the driving force behind everything we do. They shape the Forum’s strategy, lead its work streams and play an active part in delivering its programmes. We are now seeking two new Trustees to join our Board.

Heritage science is an exciting multi- and interdisciplinary field that spans the arts and sciences. Heritage scientists apply science and technology to the understanding and long-term management of heritage, and to increase people’s engagement with heritage. They work with art, artefacts, buildings, archaeological remains and landscapes, using techniques ranging from sub-microscopic to satellite-based scales. Our member organisations 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’](#)

We are now seeking two new Trustees to join our Board to support the work of the Forum, which is guided by the [Strategic Framework for Heritage Science in the UK \(2018-2023\)](#). In the last year, Forum members have focused on:

- Identifying [key societal challenges](#) to which heritage science can contribute.
- Strengthening [support for heritage science students and Early Career Researchers](#).
- Supporting the Arts & Humanities Research Council to develop a case for investment in heritage science research infrastructure.

We have also changed the Forum’s operating model by:

- Creating a new Member Council with strategic responsibility for the programme of heritage science-related activity
- Downsizing the Board of Trustees and focussing its attention on strategic direction, compliance, financial resilience, advocacy of heritage science and its public benefit.

In the future we want the Board of Trustees to play an active role in:

- developing the organisation’s membership and partnerships so that it is more representative of the range of organisations that engage with heritage science
- helping the Forum to diversify its income base

- raising awareness of the Forum’s activities and heritage science more generally
- working with the Member Council and wider heritage science community to develop the next strategic framework for heritage science in the UK.

Person specification

We are looking for two trustees with genuine enthusiasm for or curiosity about heritage science and the role it can play in society, to join our Board of Trustees at the AGM in January 2022.

We are particularly keen to encourage applications from people who can help us to think creatively about the opportunities to diversify the Forum’s income base (including through fundraising) and develop its membership. You do not need to have previous experience as a trustee as we will provide an induction and are embarking on a programme of Board development. If you would like to find out more about the responsibilities of a trustee, there is guidance available from the [Charity Commission](#).

We would like our trustees to show:

- A commitment to the aims and objectives of the [National Heritage Science Forum](#) and to promoting the public benefit of heritage science.
- A willingness to devote time and effort to the role of trustee and to participate in subcommittees or lead areas of work as appropriate.
- Strategic vision and experience of operating at a strategic level.
- The ability to work effectively as a member of a team while contributing an independent perspective.
- Good judgment and the willingness to voice own opinions whilst also taking into account the opinions of others.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee.
- Enthusiasm for heritage science.

Responsibilities of trustees

General

- To contribute to the board of trustee’s role in determining NHSF’s strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against those targets.
- To identify opportunities for the future development and growth of the organisation.
- To safeguard the good name and values of NHSF.
- To ensure that NHSF complies with its governing document (its Constitution), charity law and any other relevant legislation or regulation.
- To ensure that NHSF applies its resources exclusively in pursuing its objectives.
- To be collectively responsible for the actions of the organisation and other trustees.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation and to exercise financial control through the scrutiny of financial statements, approving financial procedures, and discussing and agreeing annual budgets (with revisions as necessary).
- To ensure that risks are identified and managed appropriately.
- To advocate the role of heritage science to a wider stakeholder community.
- To act as an ambassador for the National Heritage Science Forum.

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. Over the past 18 months meetings have been held virtually but there is a desire to return to some in-person or hybrid meetings. In the past, most in-person meetings have been held in London. The time commitment is estimated at the equivalent of 0.5 days per month, though this does not fall equally throughout the year; key months for engagement are typically July, November, January 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.

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 **Wednesday 1st December 2021**.

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

Applicants will be informed whether they have been invited to take part in a half-hour interview about their interest in the role with NHSF's appointments panel by 7th December 2021.

Interviews will take place online via Zoom on **10th December 2021**.

The successful applicants will be proposed to the membership for appointment to the Board of Trustees at NHSF's AGM in January 2022.