

# **Creswell Crags Board Recruitment Information**

## **Introduction to Creswell Heritage Trust**

Creswell Heritage Trust (CHT) is a registered charity that manages and conserves Creswell Crags, which comprises a Scheduled Ancient Monument, a Site of Special Scientific Interest, and a museum and visitor centre. On the shortlist for sites considered for UNESCO World Heritage Site nomination, it is the UK's most complete Ice Age site, home to its only prehistoric cave rock art, and the largest collection of post-medieval protection marks (aka "witch marks").

The Trust was established in 1989, and our work encompasses conservation, education, and community engagement. We support local, regional and national participation in our heritage, working in partnership with local groups and schools through to national heritage organisations. Through active dialogue with our partners, commissioners, participants and other stakeholders, we gain an ever-increasing understanding of how we can make an impact. We believe that the level of public benefit offered by CHT is the key to our success.

## **Charitable Objectives**

CHT aims to:

- a) To promote for the benefit of the conservation of the conservation and preservation of the public geology, ecology, landscape and archaeological remains in the Creswell Crags heritage area and the surroundings.
- b) To advance public education and promote research relating to the archaeological sites in the area.
- c) To provide or assist in the promotion of facilities for the recreation and other leisure time occupation of those living, working or resorting to the area with the object of improving their conditions of life.

## **Future Plans & Funding**

CHT was hit hard by the pandemic. Despite this, the Trust has to date raised over £850k from the National Lottery Heritage Fund, Historic England, and from many other donors and supporters (and many other funding applications are under consideration or in process). Together, these funds provide security for the Trust, enabling significant behind the scenes work to take place to increase capacity, to maximise income streams, and continue to offer visitors an outstanding experience at a site that is very well loved. With a raised profile on social and other media since the start of the pandemic, CHT has enjoyed a successful and well-received COVID-safe return to operation since August 2020.

This is an exciting moment in time for the Trust as it implements a variety of programmes and improvements intended to create a more resilient and sustainable future. This includes significant investment in skills and systems, the development of digital programmes and a new staff structure. In the coming years the Board will be required to provide strong leadership and support as the organisation adapts to new challenges and works to secure World Heritage Site status. The management have worked with some of the most respected consultants in the sector to create a new vision for the organisation and there is a unique opportunity for board members to oversee a significant period in the development of this internationally important site.

The new trustees recruited in 2021 will have a crucial role to play in the development of our new business plan and the future vision of CHT.

### **The Staff**

CHT has 12 full time staff, 26 part time posts. The Director leads the team, which is boosted by seasonal staff and an expanding group of volunteers during each year.

### **The Current Trustees**

CHT is a registered charity, and a company limited by guarantee. The existing board consists of 10 trustees, each serving terms of office lasting 3 years. This recruitment process will bring 5 new independent individuals onto the board. Designated roles currently in place are those of chair, treasurer and secretary.

The current board is made up of -

- 4 independent trustees, including the current Chair
- 3 trustees nominated by right from founder members University of Sheffield, Nottinghamshire County Council, and Derbyshire County Council
- 3 trustees nominated by invitation from District and Parish Councils

### **The Role**

We are looking for board members who are:

- respected in their field with the authority to communicate with stakeholders and funders
- good strategic thinkers
- a supporter of heritage conservation and education, who can empower our organisation to succeed
- an advocate for strong inclusive and effective business practice

We are seeking candidates with skills and knowledge in one (or more) of the following:

- Strategic business management
- Human resources
- Legal skills
- Finance
- Marketing and PR
- Fundraising
- Entrepreneurship

### **Responsibilities and Time Commitment**

The board meets quarterly, so the time commitment will be a minimum of four meetings per annum, plus additional meetings such as planning days or sub-committees. There are currently two sub-committees for Finance and World Heritage Status, and other project groups are organised as and when required: trustees are encouraged to contribute to these groups as appropriate.

All meetings are currently held online, and it is envisaged that future meetings will include Trustees both present on-site and online. There is no requirement to live locally and to attend all meetings in person, although occasional site visits to meet staff and attend meetings is desirable.

There is no remuneration for these non-executive roles. However, there is the potential for trustees to develop skills to support them in their role, and to keep up to date with issues relevant to the organisation.

### **Key Board Member Responsibilities**

- To contribute with the Board, working with the Director, in strategic planning and to ensure the organisation's vision, mission and aims are sustained, developed and revised when appropriate.
- To contribute with the Board to ensure corporate, delivery and financial plans support the organisations vision, mission and aims.
- To monitor financial and other plans to ensure that the organisation meets all its financial, legal, contractual and funding agreements.
- To ensure that the organisation demonstrates its accountability to the appropriate bodies including funders, Companies House, Charity Commission, stakeholders, auditors etc.
- To contribute with the Board in actively promoting and owning the organisational values and other frameworks as part of effective business practice.
- To contribute with the Board in ensuring that CHT remains solvent and uses funding and income reasonably through credible financial

management, a delivery plan and budgets to implement the corporate plan with probity.

- To ensure that CHT complies with all legal and regulatory requirements by reviewing governance documents regularly.

**As charity trustees each new board member will agree:**

- To safeguard the reputation of CHT.
- To ensure CHT applies its resources exclusively in pursuance of its charitable objectives.
- To declare any conflict of interest whilst carrying out the duties of a trustee.
- To be collectively responsible for the actions of the organisation.
- In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on issues relevant to the area of CHT's work in which the trustee has special expertise.

**Each Trustee must have:**

- Integrity.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (or a willingness to undertake training in this and other relevant areas that the role demands).
- A willingness to devote the necessary time and effort to their duties as a trustee.
- Good, independent judgment.
- A willingness to speak their mind and share expertise for the good of the organisation.
- An ability to work effectively as a member of a team.

**Induction & Support**

Every board member will be offered a full induction process to ensure that they feel able to fulfil their role with confidence and knowledge. This will include:

- Briefings from the Chair on how the board functions.
- Briefings from the Director and staff on the charity's vision and the delivery of its work.
- Information on legal liabilities and responsibilities.
- Information on issues and politics for the heritage sector, if relevant.
- Regular invitations to see the projects and events that CHT runs.

## **Virtual Open Evening**

An opportunity for you to join a zoom session to meet the Chair, other trustees, Director and staff will take place at 6pm on Thursday 15 April 2021. This will be a chance for you to ask questions, understand CHT's work, and hear about future plans and ideas for the board. An invitation will be emailed to you shortly. If you are not able to join this zoom session, it will not affect your opportunity to join the board in any way.

## **How to Find out More**

We are very happy to answer any queries you may have in an informal discussion by telephone. Please contact **Debbie Read** at [debbie@readconsultancy.co.uk](mailto:debbie@readconsultancy.co.uk) by email in the first instance with your telephone number and preferred time for a call, and we will contact you very shortly. We will also send a Register Your Interest form.

## **How to Register your Interest**

Please return to us by email:

- Our Register Your Interest form
- some information which outlines your interest in joining the board and describing how your skills and knowledge could add value.

Please email the above to:

[debbie@readconsultancy.co.uk](mailto:debbie@readconsultancy.co.uk)

Expressions of interest are to be returned on or before Monday 12 April 2021.