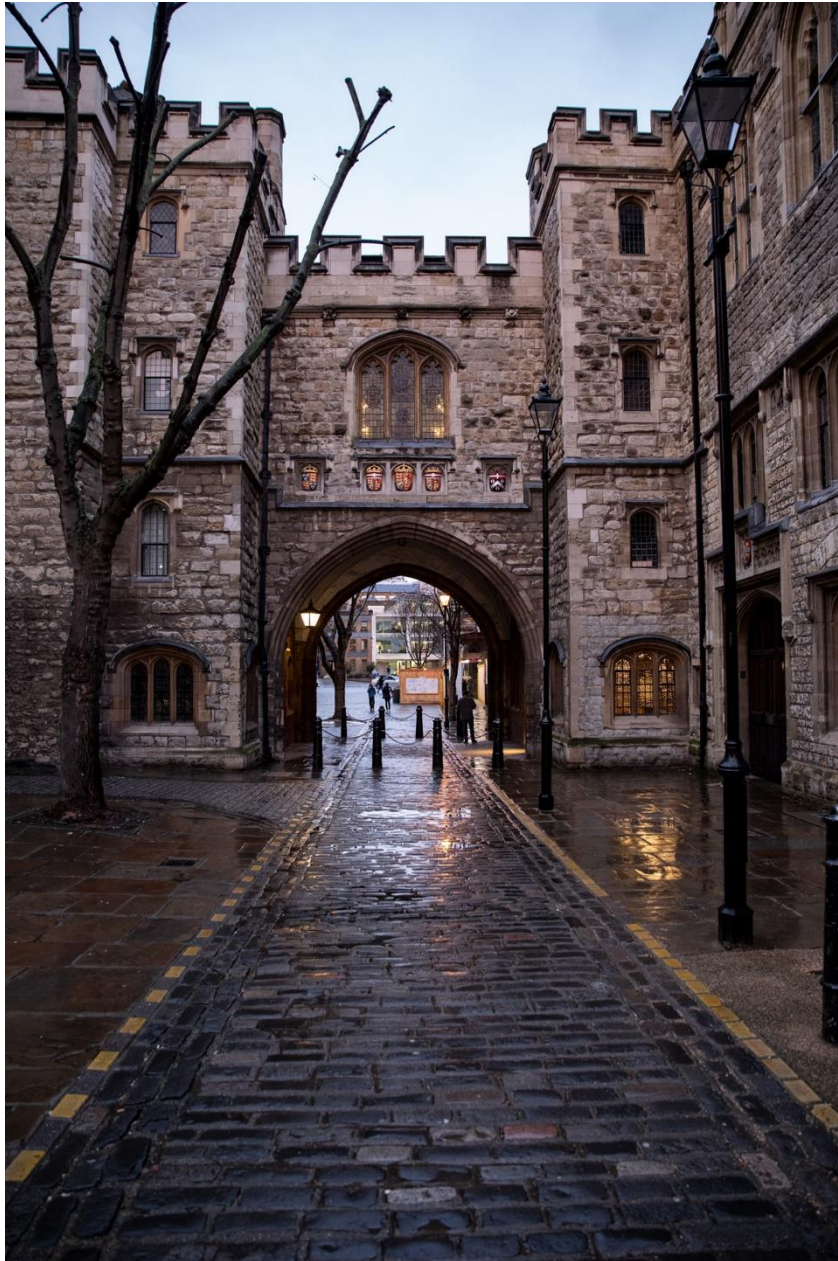




Recruitment pack for the position of:

Heritage Trustee of Priory Council of The Priory of England & The Islands of The Order of St John

February 2021



Introduction

This post provides an exciting opportunity to work within a global healthcare charity at a time of development and response to national and international need. The Heritage Trustee is a member of the Priory Council, which oversees the work of the well-known first aid charity St John Ambulance, which is regulated by the Care Quality Commission and provides services totalling some £100M per annum.

The Prior, Surgeon Rear Admiral Lionel Jarvis, who is also Chair of the Board of Trustees, is seeking an outstanding individual to support the Priory team in their strategic planning for St John's heritage and the development of a transformational project to improve physical access and engagement at the site in Clerkenwell.



The Priory

The Priory of England and the Islands provides for the home of an Order of Chivalry and charity that spans over 40 international Priories and Associations of the Order of St John and has a Christian heritage going back over 900 years, still providing healthcare in the Holy Land. The St John establishments are mostly in countries of the British Commonwealth.

The Priory carries out the Chivalric objectives of the Order's Honours system, maintains the historic buildings (St John's Gate, the church and the museum) and promotes the work of the Priory through the 43 County Priory Groups.

It also delivers a number of ceremonial events, in particular the Annual Assembly on St John's Day in June which culminates in a service of rededication at St Paul's Cathedral as well as Investiture Services throughout the year.

The objects of the Priory are to encourage the spiritual and moral strengthening of humanity and to encourage and promote the relief of people in distress, suffering or danger. This is expressed in the mottoes "Pro Fide, Pro Utilitate Hominum" (For the faith, For the service of mankind).

The Priory established a separate operating charity to deliver its first aid services. St John Ambulance dates back over 140 years and is the country's leading first aid charity.

St John Ambulance

St John Ambulance is currently involved in the fight against the Covid-19 pandemic with more than 5,000 St John People having given their time to the front line supporting local communities and the NHS, providing ambulances and crew, supporting the delivery of care in hospitals and providing logistics to ensure supplies of equipment. More recently St John has embarked on the recruitment and deployment of 30,000 volunteers to be part of the Covid vaccination programme. This represents the largest ever peace-time event for the charity.



Close to 50,000 volunteers and 1,600 employees are involved in providing and supporting St John's charitable services.

The charity provides first aid services at thousands of public events, from the London Marathon and Premier League football to the village fete and county shows.

St John Ambulance is also a major national ambulance provider of 24/7 support to NHS trusts as well as specialised services such as neo-natal transport.

We teach first aid in workplaces, in communities, in schools and through its youth programmes. St John teaches more people first aid than any other organisation in the country – more than 800,000 annually.



The Role

The heritage that is in the care of St John in England includes the magnificent gatehouse in Clerkenwell, dating to the time of Henry VII, and the 12th century crypt, the sole surviving piece of the extensive Priory of The Order of St John on the outskirts of the City of London. The gatehouse is home to the Museum of the Order of St John which cares for an accredited collection of over 60,000 objects, and further collections are kept in St John buildings across England. The objects chart nearly 1,000 years of caring by an organisation that began with a hospital in Jerusalem and now operates in 41 countries across the world. The Museum welcomes a modest number of visitors each year, has loaned objects to our international partners and is a destination for researchers.

The Priory Council has ambitious plans for the management and care of our collections, the site and for new displays and presentation of our significant historical assets. In 2020, a conservation management plan was developed and will support us in our future plans to make the site more accessible. In 2021 an audience development plan was commissioned, both to acknowledge the recent drop in visitor numbers and to support the museum in extending our reach to new communities of interest and diverse audiences. We continue to pursue digital audiences and new ways of engaging with St John's heritage.

This role begins at a time of significant opportunity for the heritage of St John. In 2022 the charity will celebrate 100 years of cadets, and 2027 will mark 150 years since the St John Ambulance Brigade was formed. The Museum of London will move from its existing site in the Barbican to Smithfield in the next few years providing a boost to visitor numbers in the area. The Priory remain keen to improve the physical access to the site, most likely in a phased programme of works, and how we interpret our broad collections will be a key point of debate in the near future.

The role of Heritage Trustee involves working with the Priory Dean, Chancellor, Priory Librarian and the Director of Priory & International Affairs to develop the charity's use of its heritage assets as well as developing a long-term strategy for those assets. The Heritage Trustee also chairs the Heritage Committee, which is a sub-committee of the board and meets four times per year.



ROLE DESCRIPTION



Organisation: The Priory of England and the Islands of the Order of St John

Role title: Heritage Trustee

Accountable to: The Prior

The Priory is one of the eleven Priories of the Order of St John (“The Order”) around the world. The Priory oversees the whole range of activities carried out by St John in England and the Islands (e.g. Honours and Awards / Historic Buildings / Museum / Fundraising / St John Ambulance) with the majority of operational activity being delegated to St John Ambulance which operates as a separate Charity.

The Priory owns St John’s Gate in Clerkenwell, London, which is a medieval gatehouse including a large Edwardian chapter hall, a council chamber, a museum and an historic library. The Priory also owns the St John’s Priory Church in Clerkenwell, which includes a Norman crypt.

The role involves working with the Priory Dean, the Priory Librarian and the Director of Priory & International Affairs to develop the charity’s use of its heritage assets as well as developing a long-term strategy for those assets. The Heritage Trustee also chairs the Heritage Committee, which is a sub-committee of the board and meets four times per year.

Expected commitment:

Trustees should be able to give around 20 days per year to support The Priory and to include making local visits throughout the Charity as required to increase Trustee visibility. This includes attending 6 Board meetings per year, as well as reading papers and leading the Heritage Committee.

Main duties and responsibilities

The statutory duties of a Trustee:

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the organisation pursues its objects as defined in its governing document.
3. To ensure that the organisation uses its resources exclusively in pursuance of its objects: it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the board of Trustees’ role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.

8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To appoint the chief executive officer and monitor his/her performance.

The specific duties of the Heritage Trustee include:

1. Advising the Board on matters relating to the management, development, and protection of Heritage Assets.
3. Supporting and championing the ambition for greater accessibility to the collections and the historic estate, promoting better understanding and use of St John's heritage.
4. Providing a strategic perspective on recommendations presented to Trustees including proposals to generate income from the hire of the buildings.
5. Providing advice on applying the principles of Good Corporate Governance, particularly in the Not-for-Profit sector.
6. Working with other Trustees to re-focus and develop the Priory's strategic vision and business plan.

Skills and qualifications required

It is expected that Trustees will:

- have experience at Board Level or as a charity Trustee
- understand the role of the Trustee and be able to add value to the charity through expertise, counsel and sound judgement
- understand the competing pressures (financial, operational, personnel) involved in running a complex organisation
- have experience of leading organisational changes such as dealing with the challenges associated with delivering organisational and governance changes
- have a broad range of skills associated with promoting and preserving historic buildings, and collections
- be able to contribute strategically on a wide range of issues
- be effective in a complex organisational environment where significant cross-boundary collaboration is essential.

Specifically, the Heritage Trustee will also:

- have experience of managing and developing heritage assets
- have expert knowledge of historically significant buildings **and/or** museum management
- have expertise in generating income from heritage assets

Term of office

The appointment will be for an initial 3-year term, with the possibility of an additional 3 years.

Volunteering location

Home-based and St John's Gate, Clerkenwell, London

Screening

- Interview
- Enhanced DBS
- ID check
- Occupational health declaration
- Two references

Training

Training in Safeguarding and First Aid will be provided.

How to Apply



Application is by CV and a covering letter that addresses your interest in the role and how your experience equips you to perform the role.

We particularly welcome applications from black and minority ethnic candidates, disabled candidates and female candidates as they are underrepresented in roles such as this.

Your CV and covering letter should be emailed to Steve Foster, Director of People & Organisation steve.foster@sja.org.uk

Please ensure that you supply details of two referees with your application as we would like to take up references before the interviews.

If you have questions, please contact Steve Foster by email steve.foster@sja.org.uk or phone on 07407 052542.

The **closing date** for applications is **22nd March 2021**

Panel **interviews** will take place via Microsoft Teams on **31st March 2021**.