

# Creswell Heritage Trust - Seeking New Trustees

## Trustee Prospectus

Creswell Heritage Trust is seeking Board members to help bring new thinking, views and experience and support our organisation as we shape a new future.

As a world-famous archaeological site occupied by some of our earliest ancestors, and with some of the oldest verified pre-history cave art in the UK, Creswell's heritage strikes at the core of what it is to be human; we spark connections between people and planet, inspiring us to leave better marks on the future.

Creswell Crags is a unique and dynamic place to work, located on the border of Nottinghamshire and Derbyshire. A site of international renown for the significance of its prehistoric heritage, a Scheduled Ancient Monument and Site of Special Scientific Interest, a museum with an important archaeological and palaeontological collection, and a well-loved visitor attraction offering scenic walks, cave tours, a special events programme and a welcoming visitor centre with cafe and gift shop. More information on our events can be found on our website - [www.creswell-crags.org.uk](http://www.creswell-crags.org.uk).

Creswell Heritage Trust is an independent registered charity and company limited by guarantee, which can be challenging but also incredibly rewarding. You will work alongside a dedicated, friendly team with our sights firmly set on growth and a bright future for the special place we look after.

We are particularly interested in receiving applications from people with skills and senior experience in **Financial leadership/management** and **Human Resources**.

We're looking for people who are able to bring energy and commitment, take a proactive part in our board discussions, engage in healthy debate, respect others' viewpoints and then gather around to support a consensus view.

If you think you've got the skills, experience and personal qualities to support us in taking our next vital step, we would be delighted to hear from you.

### **What does being a trustee involve?**

Trustees of Creswell Heritage Trust have a shared responsibility for governing effectively. Being a trustee is about helping to make sure that the charity is managed and run responsibly, in line with the charity's objectives and for the benefit of the public.

These are hugely valued positions, and trustees will play a crucial part in the success and development of Creswell Crags.

In line with the Charity Code of Governance, the trustee role is primarily focused on *strategy, oversight and supportive challenge*, providing strong leadership for the

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organisation and being positive ambassadors to drive its future direction. We have a valued team of paid officers who manage the day-to-day operations and who report to the trustees.

The trustee role includes:

- Preparing for, attending and making active contributions to Board meetings
- Drawing on personal expertise and working collaboratively in order to make good decisions that are in the best interests of the new charity
- Making use of existing networks and building on them in order to support the successful development of the organisation
- Taking a proactive role in the oversight of financial plans, strategies and delivery plans
- Reviewing risks to the organisation and the contingencies designed to mitigate these risks
- Contributing to establishment and ongoing review of systems, policies and procedures designed to allow the organisation to work as well as possible and embrace best practice
- Volunteering to take part in ad-hoc task-and-finish groups to support particular areas of activity
- Supporting and nurturing high-quality relationships with our stakeholders, including representing the Trust at events and meetings. In particular, supporting relationships with key funders such as the National Lottery Heritage Fund and Arts Council England
- Providing support to our staff and volunteers; and
- Embodying and promoting principles of inclusion and non-discrimination.

For further reading, the Charity Commission document, [‘The Essential Trustee’](#), explains the key duties of trustees in more detail. New trustees will be inducted into the role by existing Board members.

Board meetings are quarterly. Committee meetings and ‘task and finish’ groups vary in their time commitments according to the task in hand between monthly and quarterly rhythms.

All Board members will be required to sign a Code of Conduct.

This role is not remunerated, but reasonable expenses will be paid.

## **Constitution and committees**

Creswell Heritage Trust is a registered charity (number 701683) and a company limited by guarantee (number 02344235). The charity has a subsidiary trading company, Creswell Trading Company Limited (number 02467865).

We are in the process of establishing a number of committees that will have delegated responsibility for detailed oversight and scrutiny of particular areas of activity, as follows:

- **Finance and Risk**
- **Commercial and Operations**
- **Governance & HR**

## **What aptitudes and qualities are we seeking in our Board members?**

We are looking for people who can commit the time to support us, and who have the energy and enthusiasm to help us grasp opportunities, connect us with new partners and help shape new futures. We need strategic thinkers – able to see the ‘big picture’, but equally happy to drill down into the detail when it's needed.

We need people who will work well as part of our team; people who communicate effectively, listen well, will respect others’ input, and who are able to compromise and get behind a joint decision.

## **Application requirements and process**

If you are interested in being considered as a member of the Board, please apply with the following:

- Your CV including contact details
- A supporting statement (no more than 2 sides of A4) setting out:
  - Why you would like to be a Board member
  - What you will bring to the Trust, particularly given the context and our requirements set out above
  - What you would hope to get from the role
  - A disclosure of any potential conflicts of interest that you may have
  - Contact details for two referees who would be able to confirm your suitability for the role.

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Your application should be emailed to:

Anra Kennedy, Interim Co-Chair of Trustees: [Anra@culture24.org.uk](mailto:Anra@culture24.org.uk)

Prospective candidates may be invited for an initial conversation about the role. All candidates will be contacted once the recruitment process is completed.

If you have any questions or would like an informal conversation to discuss the role, please contact Anra.

### **Equal opportunities**

Diversity & inclusion is very important within our work ethics. We are an equal opportunity employer and organisation committed to a diverse and inclusive workforce and Board. If you need any adjustments to make the recruitment process more accessible to you, please let us know.

### **Recruitment timescale**

We are hoping to recruit our new trustees as soon as possible, hopefully by the end of 2023, but will keep the vacancy open until we find the right candidates.