



## Trustee role description

*Heritage Crafts (a Charitable Incorporated Organisation registered as 'The Heritage Crafts Association') was set up in 2009 to support, safeguard and celebrate heritage craft skills in the UK. We are looking for an additional Trustee to join our dynamic Board.*

## About Heritage Crafts

Founded by a group of craftspeople and supporters concerned that traditional craft skills were at risk of dying out, Heritage Crafts is the advocacy body for traditional heritage crafts. Working in partnership with government and key agencies, we provide a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills, and work towards a healthy and sustainable framework for the future. Our charitable remit is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training.

We are a small organisation with five part time staff and 12 Trustees. Our Trustees are a mixture of practising craftspeople and those with an interest in supporting heritage crafts. We are looking for a Trustee who has the strategic vision to enable us to grow as an organisation and to help us to deliver projects which meet our strategic aims, including greater recognition for heritage craftspeople and better access to craft education and training.

## Particular skills and enthusiasms sought in July 2023

We are particularly looking for Trustees skilled in any of the following areas and with an enthusiasm to bring these skills to bear for the benefit of the organisation:

- Human resources
- Charity law
- Public relations / media liaison
- Research (academic or commercial)
- Campaigning
- Practising craftspeople

However we will also consider applications from exceptional individuals with other skills and enthusiasms, especially those with a particular insight into an under-represented community within the UK.

## Values

Our work is underpinned by our proactive commitments to:

- **Equity and inclusivity** – removing barriers to participation and fostering appreciation of heritage crafts across diverse communities.
- **Credibility and authority** – reflecting the extensive expertise of our heritage craft communities.

- **Collaboration and cooperation** – facilitating connection between makers, supporters and partner organisations.
- **Sustainability and stewardship** – being mindful of the cultural, social, economic and environmental impacts of heritage crafts.
- **Integrity and honesty** – operating openly, accountably and fairly.
- **Continual learning and development** – safeguarding heritage skills by adapting to changing social, cultural and economic contexts.

We work with organisations and individuals who share these values, and expect everyone involved with Heritage Crafts to uphold them.

## **Equality, diversity and inclusion statement**

Heritage Crafts:

- is committed to encouraging equality, diversity and inclusion among our members, staff and volunteers.
- aims to be representative of all sections of society and expects our staff, trustees, associates and anyone involved in the organisation to respect our values.
- goes beyond legislative compliance to make equality, fairness and diversity integral to everything we do. We opposes all forms of unlawful and unfair direct or indirect discrimination.

*Our full Equality, Diversity and Inclusion policy can be [viewed here](#).*

## **Statutory duties of a Trustee**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- If the organisation employs staff, to appoint the chief executive officer and monitor his/her performance.

## **Other duties of a Trustee**

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions

- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise

### **Person specification**

- Be eligible to act as a charity Trustee (*please see below*)
- A commitment to the aims and strategy of Heritage Crafts
- A willingness to devote the necessary time and effort
- A willingness to commit to 3 years with Heritage Crafts
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak his/her mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team
- Basic IT skills (email, word processing)

### **Commitment**

Five Trustee meetings per year (meetings usually alternate between online Zoom meetings and meetings held in Central London, on Saturdays usually 11am to 2pm) and one Annual General Meeting, with additional input up to a maximum of one half day per fortnight.

### **Other information**

Expenses:	Yes, in accordance with the Heritage Crafts Expenses Policy and following provision of receipts
Health and safety policy:	Yes
Insurance cover:	Yes: Public liability
Training:	Yes: Trustee induction and ongoing training

### **Recruitment method**

Informal discussion, interviews, references and a trial meeting.

### **Contact for informal discussion**

Daniel Carpenter, Executive Director – [daniel@heritagecrafts.org.uk](mailto:daniel@heritagecrafts.org.uk)

### **To apply**

Send a CV and a short covering letter outlining your motivation for applying for the role and your relevant skills and experience to Daniel Carpenter, Executive Director at [daniel@heritagecrafts.org.uk](mailto:daniel@heritagecrafts.org.uk).

### **Closing date**

Friday 25 August 2022. We are looking for a candidate to be elected at the next Heritage Crafts AGM in December 2023.

## **Trustee eligibility**

Section 72 of the Charities Act 1993 disqualifies people to act as Trustees who:

- have been convicted of any offence involving dishonesty or deception;
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- have been removed from the office of organisation trustee or trustee for a organisation by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).