



National Heritage Science Forum – Trustee

The National Heritage Science Forum (NHSF) is looking for three trustees (including an Honorary Secretary) to join its Board at the next AGM in January 2025.

NHSF is a membership organisation and registered charity committed to demonstrating the public benefit of heritage science, increasing engagement with it and support for it. We work with and through our member organisations to increase collaboration and knowledge-exchange, to maximise the contribution that heritage science makes to society.

You would join us as at a transformational time for heritage science in the UK. We will just have launched the new [Strategic Framework for Heritage Science in the UK](#) which is a tool to help members of the multi-disciplinary heritage science community show how their work contributes to shared strategic priorities of public value, excellent research and a confident and inclusive community. We'll be coordinating this work in the context of a recent £80 million investment by UK Research and Innovation in RICHes ([Research Infrastructure for Conservation and Heritage Science](#)) which will establish a connected network of facilities, collections and expertise in conservation and heritage science

As an organisation, our current priorities are:

- to engage the heritage science community with the Strategic Framework for Heritage Science in the UK
- to articulate the importance, potential, context and wider relevance of heritage science
- to develop as a vibrant and sustainable organisation which is able to champion heritage science and support its members.

Person specification

We would like prospective trustees to be able to demonstrate:

- commitment to the aims and objectives of the [National Heritage Science Forum](#) including promoting the public benefit of heritage science
- the ability to see think strategically
- good judgment and the willingness to voice their 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
- genuine enthusiasm for the role heritage science can play in creating better outcomes for our society.

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)
- develop the Forum's membership
- communicate the value of heritage science to a wider audience.

We welcome applications from people with diverse backgrounds. You do not need to have previous experience as a trustee as we will provide an induction and support. If you would like to find out more about the responsibilities of a trustee we have provided further information below and there is guidance available from the [Charity Commission](#).

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 13th November 2024.

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

- Applicants will be informed by the end of 18th November 2024 whether they have been invited to take part in an online interview with NHSF's appointments panel about their interest in the role.
- We expect online interviews to take place in the week starting **25th November 2024**.
- The successful applicants will be proposed to the membership for appointment to the Board of Trustees at NHSF's AGM in January 2025.

About the National Heritage Science Forum

The National Heritage Science Forum (NHSF) improves collaboration in heritage science by connecting communities of practice.

- We shape the future through strategic partnerships to build and share knowledge, data and skills across organisational boundaries.
- We connect people: researchers, conservators, curators, scientists from many disciplinary backgrounds, educators at all levels and commercial operators.
- We co-create the Strategic Framework for Heritage Science in the UK and coordinate its delivery.

Heritage science is an exciting multi- and interdisciplinary field that spans the arts and sciences. Heritage scientists apply science and technology to the care, 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 membership is made up of organisations which 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’](#)

Responsibilities of trustees

General

- Attend trustee meetings and the AGM, contributing to the board’s role in determining NHSF’s strategic direction, defining goals, setting targets and evaluating performance against those targets.
- Identify opportunities for the future development and growth of the organisation.
- Act as an ambassador for the National Heritage Science Forum and safeguard the good name and values of NHSF.
- Advocate the role of heritage science to a wider stakeholder community.
- Ensure that NHSF complies with its governing document (its Constitution), charity law and any other relevant legislation or regulation.
- Ensure that NHSF applies its resources exclusively in pursuing its objectives.
- Ensure the financial stability of the organisation and exercise financial control through the scrutiny of financial statements, approving financial procedures, and annual budgets.
- Ensure that risks are identified and managed appropriately.
- Be collectively responsible for the actions of the organisation and other trustees.

The following additional responsibilities apply to the role of Honorary Secretary

- Assemble and distribute board papers, taking minutes and circulating them promptly after the meeting.
- Send induction materials to new trustees as they join the Board, collect declarations of eligibility, register new trustees with the Charity Commission.
- Maintain the register of interests, collecting trustee declarations of interest and related party transactions each year.
- Prepare and circulate the AGM notice, agenda, minutes.
- Ensure that Charity Commission records are up to date including submitting the Annual Return and filing the Trustees’ Annual Report and Annual Accounts.

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. Recent meetings have been held virtually or in hybrid format. 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.

Website: www.heritagescienceforum.org.uk

X: [@HertSci_UK](https://twitter.com/HertSci_UK)

LinkedIn: [National Heritage Science Forum](https://www.linkedin.com/company/national-heritage-science-forum)