



*“Protecting Norfolk’s history for
people to enjoy everyday”*



Trustee Recruitment Pack

Welcome to the Norfolk Archaeological Trust

Thank you for expressing an interest in becoming a Trustee of the Norfolk Archaeological Trust. The Norfolk Archaeological Trust was established in 1923.

Our Memorandum of Association states that the object of the Trust are to “promote and foster the discovery, excavation, preservation, recording and study of sites and objects of archaeological and/or historical importance within the County of Norfolk for the public benefit”. NAT has recently completed a major review of its work as part of a National Lottery Heritage funded project. As a result of this, NAT has adopted a new Strategic Plan, and a Business Plan which aims to establish a sustainable future for our work.

As part of its new Strategic Plan we have adopted the following mission statement:

“Mission: Protecting Norfolk’s history for people to enjoy everyday”

We will do this by “Working with local communities to save Norfolk’s irreplaceable historic sites and to share them with everyone”. Our five strategic goals are:

1. Focus resources on rescuing Norfolk’s most At Risk heritage, and promote the skills to do so
2. Involve and inspire a greater number, and a wider range, of people and deepen their participation and support
3. Develop dynamic and mutually beneficial relationships with organisations that will help deliver NAT’s purpose
4. Raise awareness of NAT and its essential role in protecting Norfolk’s heritage
5. Develop a sustainable business model through greater entrepreneurship, improved financial management, and rejuvenated governance

NAT owns or manages eleven properties in Norfolk. With the exception of Pykerell’s House, which is a privately-let residence, all these properties are open daily to the public for no charge. They include diverse archaeological sites ranging from prehistoric earthworks; well-preserved Roman monuments; medieval ruins and an 18th century mill. None of the sites has a visitor centre or paid staff. Most of the sites have free car parking adjacent. Three of our sites, Caistor Roman Town, Burgh Castle Fort and St Benet’s Abbey, receive over 35,000 visitors each per annum.

- Binham Priory
- Bloodgate Hill Fort, South Creake
- Burgh Castle
- Burnham Norton Friary

- Caistor Roman Town
- Fiddler's Hill barrow, Warham
- Filby Chapel
- Middleton Mount
- Pykerell's House, Norwich
- St Benet's Abbey, Horning
- Tasburgh enclosure

Our Board

Our Board is made up of the Chair and Trustees with NATs employees in attendance. Trustees are responsible for setting the long-term vision, strategy and charitable outcomes of the organisation, approving the plans and budgets for achieving them and monitoring performance against them.

The Board is responsible for the financial health of the charity and for overseeing its affairs to ensure that its charitable status is maintained. The Board has delegated responsibility for the day-to-day management of NAT to the Director, who is responsible for making and implementing operational decisions. The Board works through quarterly Board Meetings, Sub Committees and through ad hoc meetings when necessary.

Trustee Role Profile

- As a Trustee you will bring leadership skills, knowledge and experience, independence and objectivity of judgement. Your role includes:
 - To act as an ambassador for NAT, opening doors and making introductions.
 - To help shape the strategies and associated plans; to highlight issues of importance/concern that should be reflected within them; and once set, to challenge and support their delivery.
 - To debate major issues affecting NAT.
 - To act as a critical friend to NAT including reviewing performance against an agreed set of performance indicators.

Trustee Person Specification

A Trustee should be able to demonstrate a broad range of the following:

Qualities

- an understanding of, a commitment to, and passion for, NAT, its purpose and its work
- readiness to act solely in the best interests of NAT without regard to personal interest or benefit
- ability to bring personal knowledge and experience to bear on some of NATs activities
- integrity, wisdom, good judgement and independence of mind
- a good team player
- ability and willingness to be an ambassador for NAT and to represent the Trust positively to external audiences
- ability to commit the necessary time to be an effective Trustee
- effective communication and interpersonal skills

Experience

- knowledge of the aims and purposes of NAT
- an understanding of the current and future needs and requirements of NAT
- an understanding of, and interest in, the main challenges facing NAT for 5–10 years ahead
- knowledge of and background in NATs work or related areas
- to compliment our boards skills, we are particularly interested in applicants with fundraising and/or marketing experience

Minimum time commitment

- Trustees are expected to attend all Council meetings. These are held four times a year. They are currently held across Norfolk on a Tuesday and usually last about two hours.
- Papers are distributed one week in advance of meetings.
- Trustees may be asked to join sub-committees from time to time, such as the audit, nominations and remuneration committee or in relation to specific projects
- Trustees are invited to the annual general meeting (AGM) which takes place during the day in November, usually in Norwich
- Trustees are appointed for five years; with a maximum of two terms.
- Most Trustees commit to 8 to 10 days per year

How to apply

If you are up for the challenge and would like to apply to be considered for a Trustee position, you should submit:

Your up to date CV – this should be no more than three sides of A4

A supporting statement setting out why you want to be considered, your suitability for the role and the extent of your experience - this should not exceed 2 sides of A4.

Please send on applications to the Director: nataliebutler@norfarchtrust.org.uk