



## **GLAMORGAN–GWENT ARCHAEOLOGICAL TRUST**

### **CHAIR, BOARD OF TRUSTEES (UNSALARIED)**

#### **JOB DESCRIPTION**

- 1.** Ensure that GGAT’s activities further its charitable Object to advance the education of the public in archaeology and that its powers as set out in its Articles of Association are exercised in promoting that Object and also that its activities further its purpose for public benefit and that this is reported upon.
- 2.** Lead the Board of Trustees in order to ensure that it effectively carries out its legal obligations in the strategic direction and governance of GGAT and that appropriate procedures are in place to ensure compliance with the requirements of charitable, company, employment, equal opportunity, health and safety, data protection and all other relevant statutes and regulations.
- 3.** Develop a strategic forward-looking vision in relation to the GGAT mission, objectives and aims.
- 4.** Ensure that GGAT has effective, and regularly reported on and updated, mechanisms for strategic, business and resource planning and development, together with the systematic management of risks and issues arising from GGAT activities, assets, income and expenditure, financial standing, reputation and sustainability.
- 5.** Work closely and openly with the GGAT CEO on strategy, governance, policies, finance, people (staff and volunteers) and on the personal performance of the CEO.
- 6.** Maximising GGAT’s revenues and developing its business activities.
- 7.** Act as an ambassador for GGAT’s external profile in its strategic relationships with bodies such as Cadw, RCAHMW, and the other Welsh archaeological trusts, and with the media, as well as helping to raise awareness of GGAT achievements and responding to external comment and criticism.
- 8.** Ensure open and two-way communication between the Board and the staff.
- 9.** Oversee the relationship between GGAT as employer with the Archaeological Organisations Pension Fund in respect of its assets and liabilities.
- 10.** Act as a champion for change initiated both within GGAT and in its external environment.
- 11.** Support the personal and professional development of individual Trustees and ensure they are working as a team.
- 12.** Ensure that GGAT has necessary management infrastructure and staffing levels, as well as succession planning for Trustees and senior staff.
- 13.** Chair or sit on GGAT Committees and working groups as required.



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**Time Commitment** GGAT has an Annual General Meeting. The Board of Trustees meets at least 4 days a year. Meetings are sometimes held with Cadw, the other Welsh Archaeological Trusts, and other partners.

Much of the communication between fellow Trustees and with senior staff between meetings takes place by email, but it is also important that the Chair is able to visit the GGAT office and projects from time to time and is accessible to the Chief Executive Officer and senior staff on a regular basis.

**Membership of GGAT** The successful candidate will be required to be, or be willing to become, a Member of the Glamorgan-Gwent Archaeological Trust.

**GGAT HER Charitable Trust** The GGAT Trust is the Trustee of the GGAT HER (Historic Environment Record) Charitable Trust. Therefore, all GGAT Trustees have a role in managing this charity.



PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	
<p>An informed interest in architectural history, archaeology, the historic environment, history, culture or a related discipline.</p> <p>Several years of experience of Trustee/Non-Executive Director work.</p> <p>Experience of Chairing a Board or Committee.</p> <p>Experience of integrating work across several areas of the work of an organisation or across a portfolio of projects.</p> <p>Awareness and acceptance of the legal duties, responsibilities and liabilities of Trusteeship, and evidence of adhering to Nolan principles in a work environment.</p> <p>Evidence of commitment to the objects, aims and values of an organization.</p> <p>Experience of overseeing the development of strategies, plans and budgets, and to challenge progress made.</p> <p>Successful track record in leading and motivating teams to deliver a project.</p>	<p>Good Honours degree or an equivalent professional qualification.</p> <p>Postgraduate qualification or an equivalent research record.</p> <p>Direct management experience of finance, fundraising and customer development.</p>
<b>KNOWLEDGE AND SKILLS</b>	
<p>An understanding of charity and company law.</p> <p>Skilled in applying the principles of good governance.</p> <p>Skilled in governance at a senior level in an organisation.</p> <p>Skilled in how to lobby and influence other organisations and individuals.</p>	<p>Highly developed understanding and experience of applying charity and company law.</p> <p>An informed awareness of the role of local and national government and the voluntary sector in the management and of archaeology and the historic environment.</p>



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<p>Skilled in how to approach communication with potential clients, customers, sponsors and funders.</p>	<p>Skilled in marketing and promotion.                  Skilled in programmes of fund-raising.                  Skilled in volunteer management.                  Skilled in heritage education.</p>
<p><b>BEHAVIOURS</b></p>	
<p>Exercises independent judgement, political impartiality and the ability to think creatively in the context of an organisation and its external environment.</p> <p>Demonstrates the ambassadorial ability to communicate the mission and value of an organization.</p> <p>Presents to others as open and accessible; willing to listen to Trustees, staff members, key customers, stakeholders, partners and the wider community.</p> <p>Uses inter-personal skills to develop collaborative working.</p> <p>Inspires trust and confidence.</p> <p>Balances tact with ability to challenge and constructively criticise.</p>	