



Non-Executive Chair of the Board of Trustees

We are excited to welcome candidates to help shape the future of York Archaeology as the Non-Executive Chair of the Board of Trustees.

York Archaeology combines world famous heritage attractions, with excavation, survey, consultancy, expert conservation services, research and an unmatched commitment to dissemination, engagement and public benefit.

About the role

The role of Chair is to:

- Ensure that the organisation is well governed, that it pursues its charitable objectives as defined in its governing document, and that it fulfils the expectations and requirements of a charity, and of a limited company
- Work with the Chief Executive to move the organisation forward. In particular, to oversee the development and realisation of YA's Strategy for 2022-27, working in partnership with the Chief Executive
- Hold the Chief Executive to account for the delivery of the strategic vision and for organisational effectiveness
- Chair the Board effectively, ensure that all voices are heard and oversee the recruitment and development of trustees
- Ensure and oversee the organisation's financial security
- Maintain careful oversight of any risk to the reputation of the organisation
- Act as the public face of the organisation as appropriate, including explaining and promoting the organisation's role and remit to key stakeholders and the wider public, and fostering relations with potential clients, funders and donors
- Have appropriate regular contact with the Chief Executive.

About you – Key competencies and experience

This appointment comes at an exciting and significant time for York Archaeology. We have recently launched a new strategy, including some important ambitions and objectives that will move the organisation forward significantly in its capacity to deliver meaningful public benefit through archaeology and heritage. We are also seeking to become a more inclusive organisation, and to further build the sustainability of the organisation, both financially and environmentally. This is a challenging agenda, and one which will require a Chair who is able to work sensitively and collaboratively with the Chief Executive and the organisation as a whole, while providing rigorous challenge and maintaining a clear sense of direction. Key attributes will be the ability to establish trusted relationships, to communicate well and to oversee a complex organisation which is in the middle of a period of significant evolution and transition.

You will have:

- Experience of being a charity trustee
- Experience of chairing in a non-executive capacity
- An understanding of governance, especially in the charitable sector
- Strong interpersonal and communication skills, including the capacity to foster an effective relationship with the Chief Executive and his team, and the emotional maturity and resilience to provide an appropriate balance between support, and constructive scrutiny and challenge.
- An orientation towards a collaborative leadership style, and an appreciation of the importance of fostering conditions in which staff at all levels can flourish
- An empathy with and an interest in archaeology and heritage; specialist knowledge in this sector is not necessary
- An appreciation of the financial context within which a charity such as York Archaeology operates, including an awareness of the importance of fundraising
- Some business acumen, with some exposure to senior-level financial leadership
- A commitment to the values associated with effective public engagement in the charitable sector, and to diversity, equality and sustainability.

It is anticipated that the duties of the Chair are likely to take around four days per month, in normal circumstances. The usual appointment period is for up to two terms, each of three years.

The role is unpaid, save for expenses. The Board meets at least 5 times annually. The Chair will need ready access to York, as the headquarters of the organisation.

How to apply

The application process is being overseen by a Nominations Advisory Panel made up of selected trustees, and chaired by the Vice Chair, Professor Ellen Roberts.

If you would like to arrange an informal discussion about the role with the Chief Executive, David Jennings, please write to djennings@yorkat.co.uk

To apply, please submit a CV and covering letter to ggimes@yorkat.co.uk by no later than **10.00 am on Friday 8th March**.

We expect to hold interviews for shortlisted candidates on **Tuesday 9th April**.

Induction and orientation will then be arranged for the successful candidate, and they will formally take on their role on 27th September, when they will be introduced to Members at the 2024 AGM.

If you require any special provision, should you be called to interview, please do let us know.

York Archaeology is dedicated to promoting equality, integrity, mutual respect, creativity, innovation, as well as entrepreneurship in the workplace.

You can find out details of how we collect and use your personal data in our [Privacy Policy](#).