

**THE SUSSEX ARCHAEOLOGICAL SOCIETY (SUSSEX PAST)
TRUSTEE RECRUITMENT INFORMATION PACK**

The Sussex Archaeological Society (Sussex Past) was founded in 1846 and is one of the oldest county archaeological societies in England. It welcomes over 160,000 visitors each year to its portfolio of listed buildings, historic gardens, museums and ancient monuments located across East and West Sussex. The Society encourages research through its libraries, archive collections and research grants and offers a variety of walks, talks and conferences on the archaeology and heritage of Sussex in addition to publishing the Sussex Archaeological Collections (SAC) and quarterly editions of Sussex Past & Present (SP&P).

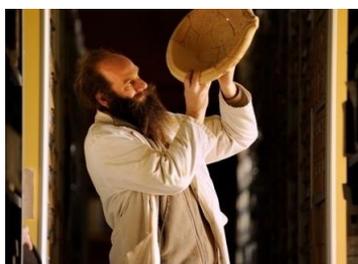
The Society cares for 12 listed buildings on 5 ancient scheduled monuments located across Sussex, along with nationally important collections (including Wealden Iron, Sharpe Watercolours and early sheet music), which are housed in our 6 accredited museums. Specifically:

- **Fishbourne Roman Palace:** Of international significance, FRP is the largest residential Roman building in Britain.
- **Marlipins Museum:** 12th century, probably the oldest secular building in Britain. A local history & archaeology museum.
- **Priest House:** Medieval house once owned by Henry VIII.
- **Michelham Priory:** Medieval priory with Tudor additions and gardens, encircled by England's longest water filled moat. Elizabethan barn, medieval gatehouse and watermill.
- **Wilmington Priory:** Mid-11th century building and ruins.
- **Longman of Wilmington:** Iconic hill figure on the South Downs.
- **Lewes Castle:** Norman double motte and bailey castle in the centre of Lewes.
- **Barbican House Museum:** Late 16th century building and extensive research library.
- **Bull House:** Medieval house. Home of revolutionary writer Tom Paine, the intellectual inspiration behind the American revolution.
- **Anne of Cleves Museum:** Medieval house and garden.
- **Holtye Roman Road**

With a 175 year long reputation for archaeology and Sussex heritage, we have contributed to our local area for many generations. All our properties provide a popular focal point for our local communities as well as being well-known, Visit England accredited tourist destinations. Three are within the South Downs National Park and are an important draw in the tourism development plans for the SDNP Authority. The iconic Longman of Wilmington hill figure is particularly popular with visitors to the area.

Many of our visitors each year, visit local pubs and shops and stay in hotels and B&Bs bringing with them vital income for local businesses. Working with our local Chambers of Commerce and town/parish councils, we actively support and feed into local business development and regeneration plans.

As an established employer, we work with local colleges and universities, providing seasonal jobs for students in areas such as catering, hospitality, horticulture, conservation and museum studies. This enables us to support young people and our local economy by giving newly qualified students relevant experience to successfully apply for jobs.



Our extremely active and diverse volunteering program (with over 300 volunteers) is at the core of everything we do. It has been designed to be inclusive, and appeal to volunteers of all ages and backgrounds.

We have worked in partnership with the RNIB and BDA on sensory learning and communication skills. By introducing 3D virtual tours of all our sites 2 years ago, we have led the way in using this technology to provide enhanced access and engagement for those with access issues and learning difficulties.

At Michelham Priory we work in partnership with Groundforce, a charity enabling those with long-term unemployment and mental health issues gain skills, confidence and experience through volunteering. We also use our volunteering opportunities to tackle local social isolation issues by working with community groups, social workers, and churches. This means our properties have become an established and vital part of the wellbeing of individuals and our wider local communities.

Fishbourne Roman Palace has an outstanding reputation internationally and with its award-winning Collections Discovery Centre. Over 20,000 school children per year visit for Sandford Award winning education sessions, bringing vibrancy to the site, transforming it and the surrounding village into an exciting place to live and work. Due to its location, Fishbourne draws a diverse range of schools: from poorer, inner city comprehensives to top private schools. Naturally, this brings a diverse ethnic mix of visitors which is an increasingly key aim for our organisation.



Marlipins Museum and the Priest House are supported by outstanding teams of enthusiastic volunteers and the local community. They are a meeting point for local U3As, history groups and specialist tours, enriching our community and improving the quality of life for all involved.

With such a diverse portfolio of properties we appeal to a wide audience and host activities such as outdoor theatre, yoga, mother and baby groups, dementia care workshops, Care for Carers days out, heritage skills workshops along with Art Wave exhibitions and sculpture trails all ensuring our local area is a better place to live, work and visit.

CURRENT CONTEXT

The Society is currently going through a period of significant change with a new Chair and a recently appointed Interim CEO. It has a highly dedicated Council of Trustees who will reduce to ten in number due to retirements at the date of this year's AGM (12 September)

As a substantially self-funded charity, heavily reliant on admissions and trading income (totalling £2m in annual turnover) it has been hit hard by the Covid lockdown. It has been fortunate to be eligible for a number of emergency grants and funding measures and is keeping an optimistic view to the future and to a refreshed purpose and mission. New trustees will lead development of a new Corporate Strategy and supporting Commercial, Fundraising, Marketing and Communications plans.

The Society's Council of Trustees is normally fourteen in number so we are wishing to fill four vacancies as from the date of the AGM.

THE ROLE

The Society is looking to recruit dynamic, forward thinking Trustees who can bring a fresh, strategic approach to helping our wonderful Society play a central role in the richness of life in Sussex.

Previous Trustee experience is not essential but successful candidates will bring professional skills and attributes likely to be of strategic importance to the Society. Experience of delivering or governing significant organisational change will be an advantage.

We welcome applications from candidates with a variety of experiences and particularly welcome applications from those with skills in one or more of the following areas:

- Tourism & Event Management
- Commercial Catering & Retail
- Marketing & Communications
- Contemporary Curatorial & Collecting
- Human Resources & Organisational Development (including Volunteering)
- Health & Safety
- Strategic Partnership Working
- Building Surveys & Conservation
- IT and Digital Skills.



The Society is embracing an accelerated approach to equality, diversity and inclusion, bringing together people with different experiences and backgrounds and creating an environment where everyone feels welcomed and valued in everything we do. We particularly welcome applications from women, younger adults, those with different ethnicity, sexual identity and socio-economic backgrounds and those with a lived experience of disability.

The required time commitment is an average of around one day per month. Our Council meetings are held once a quarter and generally take place in the evenings, lasting no longer than 2 hours. Trustees are encouraged to participate additionally in at least one sub-committee or perhaps as part of a short-term, project working group supporting the Executive Team. Trustees are encouraged to actively engage with our wonderful properties and programme of events. There are communications via email to be worked through as and when necessary. The role is unpaid but reasonable out of pocket expenses will be reimbursed.

In-person meetings rotate across our principal locations in Chichester, Lewes and Hailsham. Attendance at meetings via virtual link are encouraged and easily accommodated. New Trustees will be provided with a full induction process and regular Trustee development sessions are planned.

THE PROCESS

Candidates are asked to submit a comprehensive CV together with a covering letter setting out how they would make an excellent Trustee for the Society. An Equalities Questionnaire will also be required to be completed. All 3 documents should be submitted by email to personnel@sussexpast.co.uk by the closing date.

The closing date for applications is **6pm, Friday 14 August** with interviews being held between **Thurs 20th and Tues 25th August**. Shortlisted candidates will be invited for interview via virtual meeting. This will be an opportunity to meet with the Chair, Deputy Chair and CEO and to hear more about the organisation and its ambitions.

Final appointment is subject to approval and vote by our membership at AGM. Under the requirements of the Society's Articles of Association successful candidates will need to be or become a member of the Society and details regarding each nominated candidate will be submitted for members' consideration. This year's AGM is scheduled to take place virtually on Saturday 12 September.

If candidates would like to discuss their application in advance a conversation with the Interim CEO and/or Chair can be arranged by emailing ceo@sussexpast.co.uk and/or chair@sussexpast.co.uk.

"When I stood for election as a Trustee of the Society in 2019, little did I know how much I would fall in the love with its work, its staff and the wonderful properties in its care. It has recently been through some troubled times but I passionately believe in its potential to be a leading light in the social and economic recovery of our beautiful county in the wake of the Covid pandemic".

Amanda Jones, Trustee and recently appointed Chair of Council.

