

Introduction

About the Society

<u>The Sussex Archaeological Society</u> (a company limited by guarantee and registered as a charity) was founded in 1846 and is believed to be the oldest society of its type in England. It welcomes over 120,000 visitors each year to its portfolio of <u>listed buildings</u>, <u>historic gardens</u>, <u>museums</u>, <u>and ancient monuments</u> located across Sussex.

The Society encourages research through its libraries, archive collections and research grants, and offers a variety of talks and conferences on the archaeology and heritage of Sussex in addition to publishing the <u>Sussex</u> <u>Archaeological Collections</u>.

We are a membership organisation with 1,300 members from across Sussex and beyond. Our membership ranges from academics undertaking internationally important research to families who want to learn more about our heritage properties and the collections in their local area.

Current context

A substantially self-funded charity, the Society is going through a period of significant restructuring and change under the direction of a highly experienced Council of Trustees.

As the Society continues to modernise and develop, we are seeking to appoint individuals with the insight, commitment and vision to help shape its future.

Could you play an integral role in providing strategic oversight and governance to The Sussex Archaeological Society? If so, we would love to hear from you.



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Recruitment Information

The role

We are seeking to appoint new Trustees and Committee Members, in the form of dynamic, experienced and forward-thinking individuals to help shape the future of the Society and its properties as it enters an exciting new phase of impact and growth.

In addition to an ongoing major programme of organisational change, we are establishing dedicated local Committees at three of our key heritage properties - Fishbourne Roman Palace, Lewes Castle & Museum Michelham Priory House & Gardens with the aim of enhancing the breadth and depth of their impact locally.

There are two key routes to becoming involved:

Route I – Join our Council as a Trustee/Company Director

Route 2 – Become a member of one of our Committees



Trustee Recruitment

New Trustees, in the form of dynamic, experienced and forward-thinking individuals are sought to help shape the future of the Society and its properties as it enters an exciting new phase of impact and growth.

Experience of delivering or governing organisational change will be an advantage, although previous Trustee experience is not essential.

On this occasion, the Society is particularly (but not exclusively) seeking applications from Trustees with significant senior-level experience in one or more of the following areas:

Fundraising and Development

Experience of securing grant funding and major donations and/or delivering successful fundraising strategies and appeals will be an advantage

Property Surveying and Maintenance

Experience in heritage property management and regulations compliance will be an advantage

Learning and Education

Knowledge and experience of the requirements of the national curriculum and/or of delivering community outreach and engagement and adult education will be an advantage

More about the role

Our Council meetings are held every quarter and generally take place in the evenings, lasting no longer than 2.5 hours. Trustees are encouraged to participate additionally in at least one sub-committee which also meets quarterly and, from time to time, as part of short-term project working groups supporting the Executive Team.

Trustees are encouraged to actively engage with our wonderful heritage properties and programme of events, and 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 Council meetings rotate across our principal heritage locations in Chichester, Hailsham and Lewes. We do however welcome applications from across the UK and attendance at meetings via virtual link is encouraged and easily accommodated. New Trustees will be provided with a full induction process.

Committee Member Recruitment

As a Committee Member, you will contribute your insight and experience to help oversee the strategic direction and operations of your chosen specialism, heritage property or group of properties. While not a Trustee role, Committees form a governance function operating under delegated authority from the Society's Council, providing focused oversight and support to ensure the effective management and development of each Committee's area of focus.

The Society's Council of Trustees operates a sub-committee structure in order to most effectively carry out its strategic governance duties. These sub-committees are:

- · Collections, Engagement & Research Committee
- · Commercial & Trading Committee (being the Board of Directors of Sussex Past (Trading) Limited)
- · Finance & General Purposes Committee
- · Governance, Audit & Risk Committee

This year we are establishing three additional Committees and are seeking to specifically (but not exclusively) appoint Committee Members with a particular interest in:

- I. Fishbourne Roman Palace
- The Society's properties in Lewes and surrounding area, being:
 Lewes Castle, Barbican House Museum, Anne of Cleves House, Bull House and Marlipins Museum in Shoreham
- 3. Michelham Priory & The Priest House in West Hoathly

If you are applying for a position on one of our Committee, please clearly identify which Committee you are interested in joining when submitting your application.

More about the role

Committee meetings will take place every quarter at respective properties, we do however welcome applications from across the UK and attendance at meetings via virtual link is encouraged and easily accommodated. Committee Members will be provided with a full induction process.

Committee Members are encouraged to actively engage with our wonderful heritage 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.

The process

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 are very keen to ensure that our Council of Trustees and Committees represent and reflect the wide range of communities we serve, and therefore welcome applications from different genders, sexual identities, ages and ethnicities, socio-economic backgrounds, and those with a lived experience of disability.

All Trustees and Committee Members will be expected to deliver their duties in accordance with the requirements of the Charity Commission and as set out in The Essential Trustee. A copy of this publication and its summary can be accessed using the links below.

The Essential Trustee - Summary
The Essential Trustee - Full version

The Articles of Association of The Sussex Archaeological Society also permit Society members to nominate other members to act as a Trustee/ Director of the company without participation in this recruitment process. Further details on how to do so can be found therein.

How to apply

Candidates are asked to submit an up-to-date CV together with a covering statement (of not more than one page in length) setting out how they would make an excellent Trustee and/or Committee Member for the Society. An Equalities Questionnaire will also be required to be completed. All three documents should be submitted by email to TrusteeRecruitment@sussexpast.co.uk by the closing date.

The closing date for applications is **6pm**, **Monday 8th September**. Shortlisted candidates will be invited for interview to hear more about the Society and its ambitions. This will provide an opportunity to meet with Trustees, including the Chair.

Continued overleaf

The process

Final appointment of Trustees is subject to election by our membership at AGM and details regarding each nominated candidate will be distributed for members' consideration in advance. Under the requirements of the Society's Articles of Association successful candidates will need to be or become a member of the Society. This year's AGM is scheduled to take place on **Saturday 25th October**.

Appointment of Committee Members is subject to agreement of the Council of Trustees. Trustee and Committee appointments are made for a three-year period, with Trustees and Committee Members able to serve a maximum of three such terms.

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

Testimonials

"When I stood for election as a Trustee of the Society, little did I know how much I would fall in the love with its work, its people and the wonderful properties, collections and archives in its care. I believe passionately in the Society's ability to play a leading role in the social and economic life of our beautiful county. Please consider joining us and adding your expertise to those of our existing Trustee group."

Amanda Jones, Trustee and Chair of Council

"The Society really matters to me. The heritage sites, their stories and impact on our landscape are part of what makes living in Sussex so special, so I feel very fortunate in being a Trustee. It is rewarding being able to give something back by helping to protect and promote our heritage. It is a role where you can make a practical difference and where your experience and skills are valued. The board benefits from diverse voices that are supportive and challenging in getting the best outcomes for the Society and the communities it serves."

Adam Bates, Trustee



Additional background information

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

- Fishbourne Roman Palace: Of international significance, the Palace is the largest Roman residence in Northern Europe, with the earliest gardens found anywhere in the country and the largest collection of mosaics in situ in the UK.
- Michelham Priory: A Tudor house set on a picturesque, moated island, complete with extensive gardens, medieval gatehouse, watermill and encircled by England's longest moat.
- Lewes Castle: With extraordinary panoramic views across the Sussex countryside, this Norman double motte and bailey castle in the centre of Lewes was built after the Battle of Hastings by supporters of William the Conqueror.
- Barbican House Museum: A late 16th-century building and extensive research library adjacent to Lewes Castle. Barbican House houses the Museum of Sussex Archaeology displaying artefacts from prehistoric to medieval Sussex.
- Bull House: A medieval house in Lewes, home of revolutionary writer Tom Paine, the intellectual inspiration behind the American revolution.
- Anne of Cleves House: A medieval house and gardens formerly gifted to Anne of Cleves as part of her divorce from Henry VIII. Anne of Cleves House contains a collection of historic furniture and domestic artefacts.
- Marlipins Museum: A 12th-century building with a striking chequerboard facade, it is probably the oldest secular building in Britain. Marlipins Museums contains local maritime history and archaeology.
- The Priest House: A beautiful medieval house and cottage garden once owned by Henry VIII. The Priest House is furnished with 17th and 18th-century country furniture and domestic objects.
- · Wilmington Priory: A mid-I Ith century building and ruins.
- Long Man of Wilmington: The iconic hill figure on the South Downs and Europe's largest portrayal of the human form.

With a 178 year-long reputation for archaeology and Sussex heritage, the Society has been making a major contribution for many generations both nationally and to the local area. All of our properties provide a popular focal point for local communities as well as being well-known, VisitEngland accredited tourist destinations. Three are within the South Downs National Park (SDNP) and are an important part of the tourism development plans for the SDNP Authority. The iconic Long Man of Wilmington hill figure is particularly popular with visitors to the area.



Additional background information

We actively build relationships with our local communities through partnerships, projects and outreach with local businesses, local authorities, and community groups. Recent projects have included working with food banks, refugee support groups, and local housing associations. We actively support and feed into local business regeneration plans and are an established local employer offering seasonal jobs in catering, events, and front of house. We also host a diverse range of placements from entry-level museum work, school- work experience and internships to museum conservation and degree placements. We work with local colleges and employment agencies to support young people to gain relevant and valuable experiences.

Volunteer teams are vital to our Library, gardens, activities, and museum work bringing expertise and enthusiasm both to our public activities and behind the scenes. All six of our museums 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.

Our sites attract schools and colleges from across the South East and beyond, giving children aged 4 to 18 hands-on access to our collections. Our engaging workshops bring the heritage and archaeology of Sussex to life.

The Society collections span a number of periods and material types. Of particular importance is what is known as the visual resources collections, these include watercolors, prints, drawings, easel

paintings, photographs, and negatives. The Society initiated its own Photographic Record and Survey of the county in 1903, known as

the Sussex Survey and this collection contains many unique views of the county, a considerable number of which dates to the earliest years of photography.

The archaeology collections include material from the pre-historic to medieval period, and many sites are the subject of specialist reports published in the Society's annual volume, the Sussex Archaeological Collections. Of particular importance is the recently acquired 'near Lewes' Middle Bronze Age hoard.







Additional background information

The Library holds one of the pre-eminent collections of resources on the archaeology, history, and culture of Sussex. Run by a team of dedicated and knowledgeable volunteers, the Library maintains its tradition of supporting scholarly excellence, while looking to be ever more active in promoting the Society's work and engaging both the membership and wider public.

With a diverse portfolio of properties, we appeal to a wide audience and are also focal points for the community. We host activities such as outdoor theatre, weddings, picnics, art exhibitions, car rallies, outdoor yoga, wild camping, and sculpture trails — all of which provide people with passions beyond heritage to connect with and enjoy our sites.

Our archaeological roots mean that we have a direct connection with the environment around us. We strive to provide beautiful and peaceful environments across Sussex ensuring we contribute to our local area being a better place to live, work and visit.



We work with nature groups, sustainability experts and key partners (such as South Downs National Park, Sussex Wildlife Trust and CPRE Sussex) to monitor the biodiversity in our places, such as supporting water vole surveys and providing spaces for hives which encourage local bee populations. We are also taking steps to look at how we can be more sustainable as an organisation, reducing our carbon footprint and helping visitors make more sustainable transport choices.

For further information on our work, visit our website (www.sussexpast.co.uk) or follow our social media channels (Facebook - @SussexPast; Twitter - @Sussex_Society; LinkedIn - Sussex Past).





