

The Hearsom Collection
Pembroke Lodge
Richmond Park
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Registered Charity No. 1153010

Fundraising Trustee

Introduction

The Hearsom Collection charity collects, preserves and shares with the public material relating to the unique heritage of Richmond Park and other Royal parks. Our regular activities encompass managing and developing the Hearsom Collection of heritage material and sharing it with the public through activities including displays, outreach talks and digital interpretation. The collection contains around 8,000 items, of which around 5,500 relate to the 400-year history of Richmond Park and 2,500 to other Royal parks. Richmond Park is one of the largest heritage assets in London, with a unique and internationally important ecology as well as a fascinating human history.

Our activities are severely curtailed by the restrictions of our current accommodation at Pembroke Lodge in Richmond Park. Consequently, our main ambition over the next few years is to design, build and operate a new Heritage Pavilion in Richmond Park to provide a range of services including:

- Research, learning and storage facilities for the collection
- An exhibition, interpretation and meeting area, with a programme of activities focused on the heritage of Richmond Park and designed to appeal to diverse audiences.
- An expanded visitor centre

Work is currently underway on an application to the Heritage Lottery Fund to support this development and to plan for the long-term sustainability of the project.

A Fundraising Trustee is needed to join the Board of The Hearsom Collection. Trustees have a shared responsibility for the strategic development of the organisation, ensuring it is well run and delivering the charitable outcomes for which it was established.

There are currently five Trustees, representing a range of local stakeholder organisations, and two paid staff – Project Manager (full-time) and Curator (0.2 FTE). Further staff and consultants will be recruited when the Heritage Pavilion project goes ahead.

Role Description

General Trustee responsibilities

1. Ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation and regulations.
2. Ensure that the charity pursues its objects as defined in its governing document.
3. Assist with providing strategic oversight and input into the operation of the charity.
4. Maintain proper fiscal oversight
5. Maintain effective Board performance
6. Promote the organisation and ensure its good name and values are safeguarded

Fundraising Trustee responsibilities

1. Advise the Board, and provide support and advice to staff, on fundraising matters.
2. Assist in setting the fundraising strategy of the organisation and in setting and monitoring fundraising performance targets.
3. Oversee fundraising and make sure it is carried out in legal, honest and accountable ways.
4. Support specific fundraising activities, such as the preparation of funding applications.
5. On occasion, act as an ambassador for the charity at key events and facilitate networking opportunities with potential donors, corporations and other potential funders.

Person Specification

We are looking for someone who has knowledge and experience of fundraising within the charity sector. Previous experience as a charity trustee is desirable but not essential, as is interest/experience in the heritage sector. All Hearsun Collection Trustees are expected to assist the organisation to secure a sustainable and diverse funding base.

Essential qualities:

1. Proven fundraising experience in the charity sector
2. Wide knowledge of raising funds for charities from diverse sources (eg. corporate donors, trusts and foundations and individuals).
3. An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship; eligible to be a trustee or company director (under the Companies Acts and the Charities Acts).

Desirable qualities:

1. Experience of successfully developing and/or managing fundraising strategies.
2. Previous experience as a charity trustee.
3. Experience of working at a managerial/decision making level
4. Knowledge or interest in the heritage sector and particularly in the heritage of Richmond Park.

Hours

Board meetings are held at Pembroke Lodge, 4 times per year, generally on a weekday. Trustees are also asked to assist with relevant matters between meetings as needed and agreed.

Remuneration

This is an unpaid position. Reasonable travel and expenses will be covered.

How to apply

Please send your CV and a covering letter to info@hearsuncollection.org.uk

Your covering letter should explain your motivation for joining our Board and how your experience and skills meet the requirements above. Please provide contact details for two referees.

Those meeting the criteria will be invited for interview and references will be taken up for the successful candidate.

Data Protection Statement

In accordance with the provisions of the Data Protection Act 1998, we will use any information you give us only for the purposes of recruitment and selection. Please note information from this application will be circulated Trustees of The Hearsun Collection. In addition, if you are appointed, the information will also be used for your registration as a trustee of The Hearsun Collection.