

War Memorials Trust

Recruitment pack for new Trustees



Introduction from Lord de Mauley, Chair

Thank you for your interest in joining our Board of Trustees at War Memorials Trust. We currently have seven Trustees and are looking to appoint up to a further three to strengthen our Board following our latest strategic review and an associated skills audit, assessing our needs. We are looking to recruit further **fundraising** expertise to ensure we are here for the long term and **legal** expertise to support the charity deliver its objectives appropriately. If you have a sympathy with our vision and have skills which match those we are looking for, we would love to hear from you.

War Memorials Trust was founded in **1997** and has been supporting those who look after our war memorials, ever since. War memorials represent a critical part of our remembrance of those who have fallen over time in so many conflicts and form the focus of our commemoration each year. Their local importance significantly outweighs their superficial value and it is that local importance which we seek to recognise and help to be maintained.

This importance was particularly recognised during the World War I centenary period and we were pleased to be in a position to help many communities repair and conserve their memorials, having been given one-off additional government funding of £3m. Whilst the World War II centenary period will be upon us only too soon, there remain so many other conflicts and those who fell in them, which will be remembered publicly through anniversaries and privately through the loss of friends, family and loved ones.

As we move into the next phase of our strategic plan, a Trustee board with the right skills and experience, as well as enthusiasm and commitment, is essential. We hope you will feel inspired to join us and help us ensure the nation's war memorials are there to provide everyone a way to remember those who have fallen and some solace to those who have lost someone.

The rest of this pack provides more detail on the Trust and the role of a Trustee on the Board. You will have the opportunity to work alongside a group of expert and highly committed Trustees who share the vision of the Trust with an equally expert and highly committed small group of Staff.

I look forward to receiving your application.

Rupert de Mauley
Chairman

About us

We provide advice and expertise to help anyone who looks after a war memorial to manage, repair and celebrate their memorial for the benefit of those who live locally, those who are commemorated and their families and the wider population. Sadly, names are added on a regular basis, hence many are living memorials as well as commemorating those from conflicts past.

Our vision

War Memorials Trust works to protect and conserve war memorials within the UK.

Our mission

War has consequences. The UK's 100,000 war memorials remind us all of the millions whose lives have been ended, or impacted, by it. Preserving these shared symbols helps us all to understand the consequences of conflict, encourage later generations to avoid such suffering and continue to say, we still remember.

War Memorials Trust works to support communities care for the war memorials which remain our ongoing tribute and responsibility. Encouraging best conservation practice gives the greatest chance of preserving the original war memorials as they were seen by those who lost loved ones. As current custodians, we are acting today not just for ourselves but for those who went before, and will come after, us.

As a charity, War Memorials Trust provides advice, offers grants and works with others to achieve its objectives. But it needs help from its supporters as it relies on donations to help protect and conserve war memorials across the UK.

Our objectives

These describe the changes that War Memorials Trust is seeking to make and why we exist. They apply to the Trust's work in the UK, Channel Islands and Isle of Man.

1. To **improve** the condition of war memorials, in their historic design and setting, to support their long-term preservation in-line with best conservation practice, sustainability and the challenges of climate change
2. To **increase** the understanding of best conservation practice including how to maintain, protect, repair and conserve war memorials appropriately as well as **raise** awareness of the support available from War Memorials Trust
3. To **enhance** public engagement with, and the recognition of local responsibility for, war memorials
4. To **sustain** access to grant funding to support repair and conservation works in-line with best conservation practice
5. To **increase** the money raised by the charity to deliver its vision to protect and conserve war memorials

Our activities – how we deliver our objectives

Our five objectives are delivered through three programmes which overlap:

Conservation Programme

1. To **improve** the condition of war memorials to support their long-term preservation
2. To **increase** the understanding of best conservation practice and how to appropriately maintain, protect, repair and conserve war memorials
3. To **enhance** public engagement with, and the recognition of local responsibility for, war memorials
 - A. **Support** custodians, individuals, organisations and communities
 - B. **Manage** War Memorials Online and the Trust's online presence
 - C. **Encourage** engagement with war memorials
 - D. **Liaise** with other relevant organisations including national heritage bodies

Grants Programme

4. To **sustain** access to grant funding to support repair and conservation works in-line with best conservation practice
 - A. **Offer** grants to support repair and conservation works in-line with best conservation practice, sustainability and the challenges of climate change
 - B. **Support** applicants through the grant process and facilitate monitoring after completion
 - C. **Encourage** awareness of grants and eligibility criteria

Support Programme

5. To **increase** the money raised by the charity to deliver its vision to protect and conserve war memorials
 - A. Fundraising
 - B. Support

Our staff

War Memorials Trust currently has a Director, Administrator and four other staff focussed on the Conservation and Grant programmes. Staff are a mixture of full and part-time. There is a national office, however the conservation staff are home based and work across their local regions, with the Director and Administrator hybrid between home and the London office.

Annual Report and Financial Statements

Our latest Annual Report and Financial Statements are available at www.warmemorials.org/financials.

Our governance

War Memorials Trust is governed by a constitution having converted to a Charitable Incorporated Organisation (1201442). The governing body is the Board of Trustees, which currently consists of seven members. Trustees are appointed by the Board. There are no further committees with the Board undertaking all responsibilities. The Board meets four times per year with additional engagement between meetings, as appropriate.

The Board recognises that it does not reflect the diversity of society and would welcome applications from varied backgrounds.

Role Description

Role Title: Trustee

1. Main purpose of role

The Board of Trustees leads War Memorials Trust to develop and achieve its vision and strategic aims and objectives to protect and conserve war memorials in the UK, Channel Islands and Isle of Man.

The Trustees are collectively responsible for the overall governance and strategic direction of the charity and for ensuring it operates within its governing document and legal and regulatory guidelines.

Trustees work closely with staff who deliver the operational objectives.

2. Key responsibilities

- Participate in the development of the strategic direction of the charity, recognising and taking into account the external environment in which the charity operates
- Ensure the charity works to deliver the strategic direction effectively
- Ensure the effective administration, resource allocation and governance of the charity
- Ensure War Memorials Trust operates within the charity legal and regulatory framework, including its constitution and accepted best practice

3. Delivery of responsibilities

- Work to the Nolan seven principles of public life see www.gov.uk/government/publications/the-7-principles-of-public-life
- Commitment to the work of War Memorials Trust
- Use any specific skills, knowledge or experience to ensure effective delivery of their responsibilities
- Contribute to discussions and the work of the Trust and implement agreed decisions
- Represent the Trust in external environments
- Discharge the duties of a Trustee, as identified by the Charity Commission for England & Wales: The Essential Trustee (CC3) see www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

4. Qualities and experience

- Ability to understand the nature and structure of War Memorials Trust
- Experience of charity and/or corporate governance and working with or as part of a Board
- Ability to work collaboratively, build positive and respectful relationships and hold collective responsibility for strategic delivery and operational performance
- Ability to motivate staff
- Knowledge and experience of the charitable sector
- A broad understanding of resource management

And one of:

- Successful fundraising for a charitable organisation
- Legal expertise to support a charitable organisation

5. Terms of appointment

Appointments are made for four years with the possibility of renewal.

This role is home based with board meetings rotating between in-person at the London office and online, although all can be joined online. Some attendance at events or visits to war memorials may be undertaken. Reasonable expenses related to the role will be available. Minimum engagement is for four, two-hour board meetings per year (plus reading of papers beforehand). Additional input will be welcomed and Trustees may be approached by staff, on a collective or an individual basis, between meetings, particularly in relation to their expertise.

How to apply

Applications, including a CV and covering letter, should be submitted to The Trustees through the Director whose details are below. Suitable applicants will be interviewed by at least one current Trustee before they may be put forward for appointment. Two referees should be submitted.

There is no deadline. If this document is still live at www.warmemorials.org/vacancies then the application window is still open.

The Trust will aim to

- acknowledge your application within a week
- arrange an initial interview within three weeks
- notify candidates of the outcome within two weeks

There are no constraints on eligibility, however applicants must satisfy the generic criteria relating to being a suitable person for a charitable Trustee position.

Please submit your application c/o Ms Frances Moreton, Director at frances@warmemorials.org.