

Role Specification: Elected Trustee and Independent Chair

The Sir Winston Churchill Archive Trust (registered charity: 1045646)

Start Date: 1 Jan 2021

Unpaid and voluntary (commitment of c6 days per year)

The extensive personal archive of Sir Winston Churchill (1874-1965), British statesman and Prime Minister, was purchased for the Nation by the National Heritage Memorial Fund in 1995. The papers were vested in a charitable trust, the Sir Winston Churchill Archive Trust.

The Trust exists to advance the education of the public by acquiring, holding, restoring and maintaining the Churchill archive and by making it available for the purposes of research and viewing.

To meet these aims the Trust has deposited the collection at the Churchill Archives Centre at Churchill College, Cambridge (where the Trust has its registered address), and has entered into a publishing arrangement with Bloomsbury Publishing. The trustees manage an endowment fund to support work on the collection and monitor, review and approve programmes relating to its preservation and access.

The Trust is comprised of:

- The Vice-chancellor of the University of Cambridge (ex-officio)
- The Master and Bursar of Churchill College, Cambridge (ex-officio)
- The Cambridge University Librarian (ex-officio)
- A nominated representative of the British Library
- A nominated representative of the Imperial War Museum
- An elected Trustee

The elected trustee is present to represent the public interest in the Churchill Papers collection and, by tradition, has always been the independent Chair of the Trust. The nominated and elected trustees serve for a 5 year term,

renewable once, and the current elected trustee and Chair is Dr Alice Prochaska.

The Director of the Churchill Archives Centre, Mr Allen Packwood, is the current secretary to the Trust and the point of contact for further information about this position (email: director.archives@chu.cam.ac.uk/ Tel: 01223 336175). The registered address of the Trust is: Churchill Archives Centre, Churchill College, Storey's Way, Cambridge, CB3 0DS.

The Trust is keen to encourage applications from all backgrounds. We particularly welcome applications from candidates from a BAME background for this vacancy as they are currently underrepresented on this Board.

For Charity Commission guidance on the role of trustees, see: <https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>

Requirements of the Role

- 1: The Trust Deed specifies that the Elected Trustee is to be appointed by the other Trustees and is not to hold a post at Churchill College or within the University of Cambridge.
- 2: The Elected Trustee should have the ability to chair meetings of the Trust.
- 3: The Elected Trustee will be expected to occasionally represent the Trust at key meetings and high level events and should have suitable professional gravitas.
- 4: The Elected Trustee must have the ability to attend 2 Trust meetings per year, in Cambridge or London, and the flexibility to attend occasional smaller meetings or conference calls (not expected to exceed 6 days a year).

Desirable Skills and Experience

- 1: It would be desirable for the Elected Trustee to have some experience of dealing with financial and legal issues.
- 2: It would be helpful, though would not be essential, for the Elected Trustee to have some knowledge of modern history and research processes and/or the working of archives and libraries. A clear interest and some experience of the

promotion of heritage and culture would also be relevant, as would experience of working in the charitable sector.

3: The Elected Trustee will be representing the public interest in the collection. It is therefore essential that they do not have any obvious personal conflicts of interest and are capable of taking a detached and informed view of how the Trust should meet its objectives and best manage its funding.

To Apply

To apply, send a CV and covering letter/email to: Churchill HR Office (email: hr@chu.cam.ac.uk), Churchill College, Storey's Way, Cambridge, CB3 0DS.

Applications close Mon 30 March 2020. [Please note that due to the Covid-19 pandemic the closure date for applications is now 30 June 2020]