



## EXECUTIVE DIRECTOR, THE NATIONAL ARCHIVES TRUST

Outstanding fundraiser with broad leadership qualities

**Job Title:** Executive Director (ED).

**Reporting To:** Board of Trustees of The National Archives Trust (NAT). NAT is an independent charity and not part of The National Archives, which is a non-ministerial government department.

**Start date:** On or before 1<sup>st</sup> October 2022.

**Location:** Home-working with regular visits to The National Archives site in Kew and travel to regional archives as appropriate. The NAT does not currently have premises, and any future policy on offices will be agreed in discussion with the successful candidate. We welcome applications from candidates based anywhere in the UK.

**Salary:** c. £75-85k per annum. This is a full time, permanent role.

**Holiday Entitlement:** 30 days holiday per year, plus bank holidays,

**Pension Scheme:** Details tbc.

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### Overview

The National Archives Trust (NAT) is an independent charity launched in February 2020 with the mission of engaging the public in England & Wales with the nation's archives and documentary heritage, both through The National Archives in Kew and at venues across the country.

From Domesday to Downing Street tweets, The National Archives is a treasure trove that reveals the millions of stories that form our nation's past, but its potential to enrich our cultural landscape has yet to be fully realised. In partnership with The National Archives, we have ambitious plans for a two-phase campaign, initially piloting imaginative, creative projects and working with communities across the country. The outcomes will inform the long-term strategy for transformation of engagement with archival heritage in the UK.

The ED has full executive responsibility for delivery of NAT's strategy and for its administration and will:

1. Devise and implement a fundraising strategy, leading the resulting fundraising campaigns and achieving the targets set for them by the trustees;
2. Work collaboratively with colleagues in the national and regional archives sectors to shape planned activities by bringing to bear his/her knowledge of the appetite of potential funders;
3. Oversee within NAT the successful delivery and evaluation of these programmes on behalf of funders;

4. Manage the administration and finances of NAT so as to comply with legal, accounting and Charity Commission regulations and maintain an unblemished reputation for NAT and its stakeholders, in particular The National Archives.
5. The ED will work closely with NAT's trustees, ambassadors and stakeholders to establish the Trust's public profile. They will act as a public face of NAT where appropriate, particularly in the archival, philanthropic and governmental sectors.

As a newly established charity, the ED will be responsible for the first fundraising campaign - as such this is a very hands-on role, requiring creativity, experimentation and a self-starting approach. Deep knowledge of the heritage and/or education charitable sectors, and an interest in history are essential.

We envisage that they will be supported initially by an additional fundraiser (who will be appointed by the Executive Director), and a governance and administration manager who will be responsible for the day-to-day management of the charity's operations.

## Roles and Responsibilities

### Fundraising

- Develop an effective fundraising strategy for a two-phase campaign, based on our agreed priorities with The National Archives.
- Appointment and leadership of a small initial team, developing an appropriate plan to increase its size and capacity in future.
- Cultivation of potential donors, researching major donor prospects, including statutory and non-statutory Trusts and Foundations, individuals, corporate entities and others.
- Oversee preparation of compelling written funding applications to Trusts and other Foundations.
- To develop database records to ensure up-to-date contact details of potential and actual donors to TNA.
- Establish a creative programme of fundraising opportunities and events, working with our partner archives as appropriate.
- Keeping up to date with best practice and current legislation in fundraising, and fundraising research.

### Charity Management

Executive responsibility for:

- Compliance with charity law, Charity Commission guidance and all reporting and filing requirements, including appropriate levels of audit.
- Financial matters, including the annual budget of the Trust.
- Planning for Trustee Board meetings and ensuring appropriate records are kept.
- Risk management and relevant policies (including grant-making and ethics).
- Regular communication with the Trust's Chair and with the Board of Trustees, including circulation of a monthly update.
- Reporting to the Board, as directed by the Trustees, and to funders and partners when required and as appropriate for an independent charity.
- Meeting standards of appropriate bodies such as the Fundraising Regulator.

### Other

- Develop a creative, communications strategy, including media relations and social media.
- Travel within the UK to NAT projects in archives around the country, and internationally if appropriate.
- Work flexibly as is necessary within a small team and perform such other duties as may be required from time to time within the context of the job.
- Establish and maintain a safe environment for the growing team, ensuring reasonable care is taken at all times for the health, safety and welfare of yourself and others.

## Person Specification

### Essential experience and knowledge:

- Significant track record of achieving fundraising targets through Trusts and Foundations and HNWI.
- Previous experience of devising, developing and leading a successful fundraising strategy.
- A highly ethical approach to, and comprehensive understanding of, compliance and regulations in relation to charitable fundraising.
- Deep knowledge of the education and/or heritage funding sectors and what motivates funders in these areas.
- Understanding of the fundamentals of charity management to ensure the Trust is run in line with charity law and Charity Commission guidance, and within its constitution and charitable objects.
- Demonstrable ability to engage and work with prospective donors and in collaboration with colleagues across the broader relevant sectors.

### Essential qualities and skills

- A highly independent and self-motivated leader, with a creative and collaborative approach.
- Strong credibility and excellent interpersonal skills. Able to work with trustees, patrons, ambassadors, colleagues, stakeholders and our partners at all levels.
- Motivation and enthusiasm to work collaboratively with colleagues and partners to overcome challenges, manage competing priorities and continuously improve.
- Exceptional communications skills, with the ability to create and deliver messages (both spoken and written) that are clear, convincing and inspiring, using appropriate media to best effect with different audiences.
- A high level of digital literacy, including standard office software, knowledge of databases and their use in customer relationship management. Familiarity with social media platforms and their effective use in a communications strategy is also expected.
- Demonstrable affinity with the aims of NAT and enthusiasm for history and cultural heritage.

### Desirable:

- Strong administrative and organisation skills, with meticulous attention to detail.
- Experience of other fundraising streams such as corporate or legacy.
- Experience of events management and planning.
- Previous experience in charity management.