

Co-opted Trustee/ Non-Executive Director

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OXFORD HR
SEARCH FOR A BETTER WORLD



THE INSTITUTE OF CONSERVATION





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Role Description

The Institute of Conservation ([Icon](#)) is a membership organisation and charity which brings together those with a passion for the care of cultural heritage.

Icon's vision is for cultural heritage to be valued and accessible and for its future to be enhanced and safeguarded by excellence in conservation. Icon raises awareness of the cultural, social and economic value of caring for heritage and champions high standards of conservation.

Icon's Trustees have ultimate responsibility for the organisation and are both charity trustees and the directors of the charitable company. Trustees are either elected by members or are recruited for their expertise and interest in heritage. Icon is now recruiting for a Trustee who will also be Chair Designate for the Finance Committee.





Specific expertise required

- Board level business and financial management experience in a commercial, public sector or charitable environment, including expertise in management accounts, financial risk, audits, regulatory frameworks and project finance. A qualification from one of the recognised professional accounting bodies and current registration would be an advantage.
- Non-executive director or trustee experience is not essential.
- Icon is keen to increase the diversity of its Board.

General Trustee duties

- To ensure that Icon complies with its governing document and relevant legislation including charity and company law, employment, health & safety and environmental
- To ensure Icon uses its resources exclusively in pursuance of its objects
- To contribute actively to the Board of Trustees' role in setting Strategy
- To develop, approve and safeguard Icon's Vision, Mission and Values
- To ensure that risks to the organisation are identified and managed
- To ensure the financial stability of Icon and to protect and manage the assets of the charity



Trustee person specification

- Commitment to Icon's values and the conservation of cultural heritage
- Understanding and acceptance of the duties, responsibilities and liabilities of trusteeship
- Understanding of the role of governance
- Good, independent judgement and a willingness to speak their mind
- Ability to work effectively as a member of a team
- You will also meet the requirements in our [Trustee Role Description](#)

All trustees agree to comply with the Icon Trustees' Code of Conduct.

Time commitment

The role is non-executive and typically requires 1-1.5 days a month. Board meetings currently take place four times per year usually on a Wednesday, in London but currently virtually. In addition, trustees serve on committees or working groups that fit their interests and skills which may meet in person or virtually.

There is usually a strategic planning day each year and we encourage trustees to attend Icon's AGM.

The role is voluntary but reasonable travel expenses will be met. All trustees must join Icon if they are not already members and this is free of charge.

New trustees are invited to attend a general induction meeting and also a specific finance session.





How to apply

If you are interested in finding out more about Icon, please look at our [website](#).

- [Strategy 2017-2022](#)
- [Impact Report 2020](#)
- [Meet the Board](#)

If you would like to be considered for the position of trustee, please apply to trustees@icon.org.uk (with the subject "Trustee application") with a brief covering letter explaining why you are interested in the role and highlighting your skills and experience. You should also attach your CV, covering no more than two sides of A4. Please also let us know how you heard about this role. Your application should be made no later than **Wednesday February 10th**. Receipt of your application will be acknowledged.

After the closing date, the Icon Nominations Committee will review all applications and draw up a shortlist. Shortlisted candidates will be invited for a virtual panel interview and discussion.

Further information about Icon

Icon was established in 2005 from the merger of five of the UK's individual professional conservation bodies, though its history goes right back to the 1970s. Icon's Board normally comprises sixteen trustees. Of these, twelve are elected members (usually professional conservators) and four are co-opted who are not conservators to bring in external expertise and perspectives.

Biographies of current Trustees can be found on Icon's [website](#).

Diversity

Icon is working hard to create a more inclusive and diverse Board, organisation and conservation profession and has recently established a [Diversity & Inclusion Task and Finish Group](#) to support this activity. We are keen to attract a diverse range of applicants who are committed to helping us to become an organisation that is fully representative of contemporary UK society.

About Oxford HR

Oxford HR operates globally - mainly within the international development and UK charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



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