



HERITAGE  
CRAFTS

# HERITAGE CRAFTS

Chair Candidate Pack

INCLUSIVE ARDS



# *Welcome From Our Operations Director*

Heritage Crafts came into being a little over 12 years ago as a result of a groundswell of passion for traditional craft skills, and a desire that these skills be recognised, supported and celebrated for their contribution to UK culture, economy, community and individual wellbeing. Our ability to respond to and improve the world around us by making things is an essential part of what makes us human, but in many ways our country had fallen behind the rest of the world in recognising that fundamental fact.

In 12 years we have seen a massive shift, as the media and policymakers have begun to respond to the popular demand that craft skills be celebrated and supported in all walks of life, from pre-school to retirement and beyond, and in all of the UK's culturally and ethnically diverse communities.

As outgoing Chair of Trustees, Patricia Lovett MBE has done a phenomenal amount for our cause and we owe her a huge debt of gratitude. We are now widely recognised as the leading organisation in our field. We need to continue our sustainable growth with a new Chair who has the knowledge, skills and experience to harness past success and provide the Board with strong leadership and achieve our strategic vision of a UK with making at its heart.



*Daniel Carpenter*

Daniel Carpenter  
*Operations Director, Heritage Crafts*



# About Us

Founded in 2009 by a group of craftspeople concerned that traditional craft skills were at risk of dying out, Heritage Crafts is the advocacy body for traditional heritage crafts. Working in partnership with government and key agencies, we provide a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills, and work towards a healthy and sustainable framework for the future.

Heritage Crafts is a UK Charitable Incorporated Organisation registered as 'The Heritage Crafts Association' with the Charity Commission for England and Wales and its charitable remit is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training. We are also an accredited NGO for UNESCO in the field of Intangible Cultural Heritage.



Rita Floyd, ceramic flower maker  
*Credit: Neil Brownsword*



# *Our Mission and Aims*

## **Our Mission**

“To support and promote heritage crafts as a fundamental part of our living heritage.”

## **Our Aims**

Knowledge – researching the status of heritage crafts and identifying those crafts in decline or in imminent danger of being lost.

Advocacy – communicating the vital importance of heritage craft skills to the public, Government, key agencies and organisations.

Safeguarding – ensuring that the highest standard of heritage craft skills are passed from one generation to the next and are recorded for posterity where necessary.

Support – supporting heritage craftspeople to continue to practice, nurture and pass on their craft.

Engagement – actively raising awareness and interest in heritage craft skills with the wider public and offering opportunities to engage.



Zoe Collis, paper maker at Two Rivers Paper  
Credit: Alison Jane Hoare



# Commitment to Equality, Diversity & Inclusion

Heritage Crafts is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from all backgrounds so that our Board mirrors the community we serve. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

Heritage Crafts is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.



# *About the Role*

The Heritage Crafts Association (operating as 'Heritage Crafts') is a Charitable Incorporated Organisation (not-for-profit) governed by a Board of Trustees and run by a small team of part-time staff.

Heritage Crafts is seeking a new Chair to lead the organisation through the next stage of its strategic and operational development.

The Chair will lead the Board and act as an active advocate for Heritage Crafts in a variety of contexts.

## *Person Specification*

### **Essential Experience and Skills**

- Have experience of building a strong, positive, collaborative Board, non-Executive or Executive team culture.
- Have experience of implementing an effective governance and accountability framework.
- Have experience and skills in building and driving strategy.
- Have experience of managing risk.
- Have experience of chairing effective meetings.
- Have a high level of understanding of the broad social and cultural context within which charities operate, including prevailing trends and shifts in society.
- Have the capacity to become a high-profile, recognisable figure, instantly associated with the heritage crafts sector.
- Have strong leadership skills.
- Be collaborative and welcoming of opposing views in order to arrive at a better outcome.
- Be a clear spoken communicator.
- Be a good networker and convenor.
- Be an active advocate for heritage crafts in a variety of contexts.

### **Desirable Experience and Skills**

- Have experience of running (either on a Board, non-Executive or Executive team) an organisation of the size and character we might hope to grow to in the next five years.
- Have a sophisticated understanding of the heritage crafts sector.
- Have experience of the wider creative industries.
- Be a high-profile, recognisable figure.
- Have first-hand experience of the benefits of practising a craft skill.



# Person Specification (continued)

## Essential Values:

- Be committed to fostering a strong, positive, collaborative Board culture, facilitating good working practices, policies and procedures to provide a stable foundation from which the organisation can grow.
- Have empathy for others from a range of backgrounds/communities and a passion to redress injustices.
- Share the goal of embedding a values-led approach within Heritage Crafts.
- Understand the importance of being a critical friend to the Executive, guiding, questioning and suggesting, but ultimately trusting the Executive to deliver the agreed work programme.
- Recognise the expertise of the Executive and provide opportunity for this to be reflected in strategy.
- Appreciate the need to be proactive in managing organisational risk.

## Desirable Values:

- Have a particular insight from within a historically under-represented community.



Richard Wheater and neon sign making student  
Credit: Neon Workshops





# *Additional Information*

## **Term of Office**

Three years including a six month probationary period.

## **Time Commitment**

Six Trustee meetings per year with additional input up to one day per fortnight.

## **Conflicts of Interest**

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

## **Terms of Appointment**

An offer of appointment will be made once all candidates have been interviewed, and will be subject to satisfactory completion of eligibility checks, including reference checks. If you are offered an appointment you will receive a detailed summary of your main terms and conditions. Terms of appointment are usually three years, renewable once.

## **Location**

Meetings are generally held in Central London or on Zoom, on Saturdays or weekday evenings

## **Remuneration**

The role of the Chair is unremunerated, although travel costs and other pre-agreed expenses may be claimed.



Highland and Islands thatching  
Credit: Neil Nicholson



# How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Heritage Crafts. If you wish to apply for this position, please supply the following by 23.59 19/06/2022

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role please email [heritagecrafts@inclusiveboards.co.uk](mailto:heritagecrafts@inclusiveboards.co.uk) or call 0207 267 8369. Please send your CV and cover letter to [heritagecrafts@inclusiveboards.co.uk](mailto:heritagecrafts@inclusiveboards.co.uk) or visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online.



Students at Lastmaker House  
Credit: Steven Lowe



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