



WE'RE RECRUITING!

The Hand Engravers Association is seeking to appoint a new Chair for its Charitable Incorporated Organisation. This is a great opportunity for someone with a passion for Heritage Crafts to join an enthusiastic team and work with some of the best craftspeople in the country.

The Hand Engravers Association is a small CIO with an annual turnover of around £25k, plus additional ring-fenced funding for special projects. The Association currently has a small team of Trustees, of whom some are professional engravers.

About the Association



Panel engraved by John Farman

Hand engraving is the embellishment of precious objects using traditional engraving tools known as gravers. British hand engravers are some of the best in the world and it is crucial that we preserve this part of our heritage.

The Hand Engravers Association of Great Britain was formed in 2007 to raise the profile and preserve the skills of this specialist craft and its practitioners; encouraging apprenticeships, training courses, promotional events and academic research.

It aims to:

- **Raise the profile of hand engraving**
 - By informing the general public about this wonderful, traditional craft through exhibitions, seminars, workshops and in our own newsletter and website.
- **Provide education and training**
 - By running a programme of short engraving courses for all skill levels.
 - Encouraging established craftsmen to pass on their skills to the next generation of hand engravers.
 - Liaising with government and funding bodies to ensure craft training is adequately supported.
 - Facilitating and supporting apprenticeships with leading engravers.
 - Arranging specialist training days, talks and demonstrations for schools and colleges.



Dudley Withers teaching at Summer School.

- **Stimulate debate and generate new ideas**
 - By providing a platform for the exchange of skills and ideas with regular meetings, workshops, social events, and a regular newsletter.

The Role

The Hand Engravers Association currently has a small team of Trustees, of whom some are professional engravers. The Chair will be (or become) a Trustee of the Association. Trustee meetings are held around four times a year, sometimes in person and sometimes online. Trustees are encouraged to attend events on behalf of the Association and to contribute to the decision-making process. Currently, the Association does not have any salaried staff and its work is delivered by two part-time freelancers, with training courses led by experienced, professional engravers.

We are seeking a Chair who is passionate, motivated, with excellent leadership skills, who can commit the time to help drive the Association forward.

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel and other reasonable costs may be claimed

Time commitment: about 4 Board meetings per year. Additionally, the Chair is also expected to have regular meetings with the Director and Administration Manager and to represent the Association at various events and meetings with key stakeholders. These meetings and events usually take place in or around London and the Home Counties, but there may be the occasional requirement to travel to other parts of the country.



Engraved seal with eagle design from Seal Engraving Course 2022

Objectives

The Chair will hold the Board to account for the Association's charitable objectives, providing inclusive leadership and ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the Association.

Principal Responsibilities

Strategic leadership

- Provide leadership to the Association and its Board, ensuring that the Association has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Association
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Association
- Ensure that the Board fulfils its duties to ensure sound financial health of the Association, with systems and processes in place to ensure financial accountability
- Champion equality and diversity within the Association's leadership team and membership
- Pro-actively lead the Association to be inclusive in all activities

Governance

- Ensure that the governance arrangements are working in the most effective way for the Association
- Develop the knowledge and capability of the Board of Trustees to ensure that it incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively.
- Ensure that the Association complies with all necessary Charities Commission and legal requirements
- Work within any agreed policies adopted by the Association

Internal Relations

- Manage the small team of freelance staff, including approving annual review of contracts

External Relations

- Act as an ambassador and spokesperson for the Association
- Represent the Association at external functions, meetings and events

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Trustees are fully engaged, that decisions are taken in the best, long-term interests of the Association and that the Board takes collective ownership
- Ensure that decisions taken at meetings are implemented.
- Establish and build a strong, effective and a constructive working relationship with the part-time, freelance staff

Additional information

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification

Trustees must be resident in Britain and aged over 18 years.

Personal Qualities and Experience

- Excellent communications skills, able to foster and promote a collaborative team environment
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Demonstrate a strong and visible passion and commitment to the Association, its strategic objectives and cause, in particular an understanding of the importance of preserving the craft through training, and the transfer of skills (ie master to apprentice).
- Strong networking capabilities that can be utilised for the benefit of the Association
- Able to commit time to conduct the role well, working with the trustees and staff, and including attendance at events
- Ability to use online systems, competent user of MS Word, Excel, Outlook (or other email system), comfortable holding meetings virtually and in person (generally London)

The ideal candidate is likely to have had some previous experience and knowledge of a similar role and organisation which is likely to include some of the following:

- Experience of a similar role and/or operating at a senior strategic leadership level within an organisation
- Experience of chairing meetings effectively and collaboratively
- Experience/understanding of charity governance
- Experience of working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations, managing stakeholders and building relationships with current and potential patrons
- Knowledge and understanding of Heritage Crafts and current issues affecting the sector
- Financial management expertise and a broad understanding of charity finance issues

Terms

The Association's Chair will serve a three-year term.

How to Apply

Please send your CV and a covering letter describing why you are interested in the role and outlining how you would be able to contribute to the Association to Sally Dodson, Association Director manager@handengravers.org.uk by **midnight on Wednesday 12th October 2022**. We plan to hold interviews on Wednesday 19th October 2022.

If you are interested in finding out more about the Association, the role of Chair and/or Trustee, please contact Association Director, Sally Dodson (01732 301 821 / manager@handengravers.org.uk), or the current Chair of Trustees, Tim Roberts (01277 229 195 / antimconsult@gmail.com), for an informal chat.

We are keen to encourage applications from backgrounds which are under-represented within the industry. If you have any questions about access within the recruitment process or the role please get in touch with the Association Director, Sally Dodson.



International Hand Engraving Symposium, Scotland, September 2022