

The Holocaust Exhibition and Learning Centre

Holocaust Survivors' Friendship Association
University of Huddersfield
Queensgate
Huddersfield HD1 3DH
www.holocaustlearning.org.uk
Tel: 01484 365 301



HOLOCAUST CENTRE NORTH

Chair of Trustees Information Pack

Dear applicant,

Thank you for your interest in being the Chair of Trustees for the Holocaust Survivors' Friendship Association (HSFA). Below is further information about our work and the role of Chair. From June 2022, we will operate under a different trading name. For this reason, what follows refers to our activities, institutional history, and objectives as those of Holocaust Centre North.

Holocaust Centre North is one of the youngest and most vibrant institutions in Britain dedicated to Holocaust education and commemoration. We strive to bring fresh approaches to the subject, while being wholehearted in our commitment to the primacy of the lived experiences of Holocaust survivors, in all their diversity. Our exhibition and learning centre at the University of Huddersfield is an extraordinary resource, which shows just how local and regional stories can illuminate issues of global history. Over the past two years, our programming has developed a reputation for being inter-disciplinary, original and relevant.

This is an exciting time for the charity; in December 2021 the Board signed off a new 3-year strategy and we are seeking to appoint a new Chair to oversee the implementation of our new strategy and help us to increase our impact and influence.

If you would like to apply for the position, please send a statement of interest and your C.V. to Sarah Kirk (s.kirk@hud.ac.uk) by 12.00 noon on 13th June.

If you have any particular requirements for the interview day, please let us know as soon as possible. If you would like further information on our work or for an informal chat about the Charity and the role of Chair of Trustees, please feel free to contact us by email (s.kirk@hud.ac.uk)]

Best wishes,

Julia Kinch
Deputy Chair

Enclosed

- Background information on Holocaust Centre North
- Trustee Job Description
- Person Specification

About Holocaust Centre North

The Holocaust Survivors Friendship Association (HSFA) was formed in 1996 to provide friendship and support to Holocaust survivors who fled Nazi persecution and resettled in Yorkshire. The HSFA became a registered charity in 2000, an incorporated charity in 2017 and opened the Holocaust Exhibition & Learning Centre, based at the University of Huddersfield, in November 2018. Over the past 20 years, the HSFA has developed its education, research and commemoration work to help today's generations understand the dangers of discrimination, persecution and genocide. In December 2021 – following a year of consultations with various stakeholders, staff, trustees and the community – it was decided that our trading name will become Holocaust Centre North. This new name will enable us to communicate our identity as the leading centre for Holocaust education and awareness in the North of England, to focus our approach on collection development, and make a regional, yet transnational and multi-generational voice heard nationally and internationally.

Holocaust Centre North seeks to inspire others to value human rights, freedom and equality by exploring the darkest parts of modern history. We tell the global history of the Holocaust through local stories from the North of England. We do so by collecting, preserving, and exhibiting the memories of survivors and refugees who made a new life as members of local communities in the North. In particular, we:

- House a permanent exhibition on the campus of University of Huddersfield
- Hold an archive of survivor and refugee oral histories, photographs, records and objects
- Deliver a programme of education and public learning activities
- Promote research and work in partnership with Huddersfield University and artistic collaborations
- Offer support and friendship to the local community of survivors and refugees.

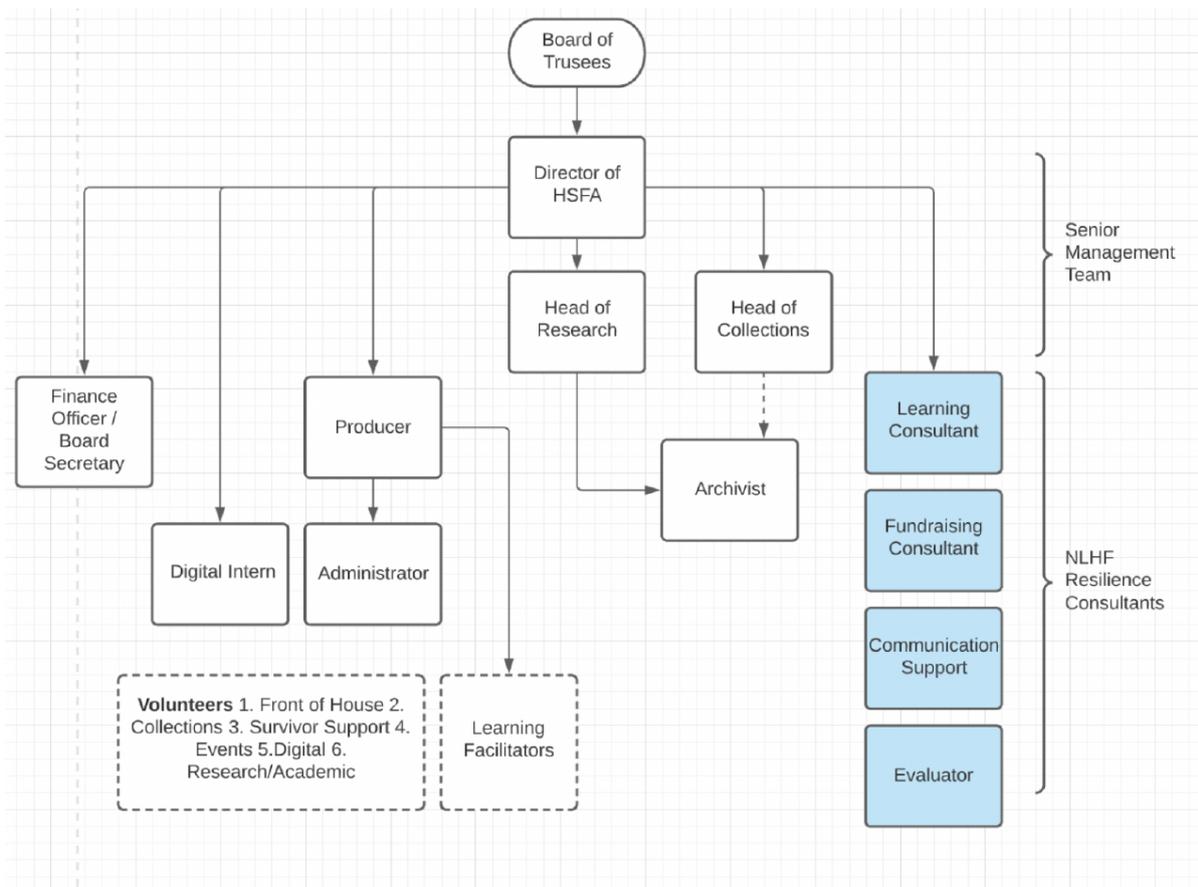
The Board

The governance of Holocaust Centre North is delegated by the Members to the Board of Trustees, which meets every 3 months. We are both a registered charity (no. 1171652) and a company limited by guarantee (no. 10571171), and as such each member of the Board is both a Director of the company and a Trustee of the charity with responsibility for the overall governance and its financial affairs.

There are up to 10 members of the board who are supported in their duties by the Director and Finance Officer.

The staff team

HSFA employees are responsible for the day-to-day operational running of the charity and report to the Board of Trustees. The structure of Holocaust Centre North and the areas of responsibility are shown in the following organisation chart.



Expenses

Pre-approved and appropriate out of pocket expenses

Term

The appointment is for three years with one possible reappointment for a maximum term of six years, subject to trustee agreement.

Recruitment process

Interviews for the post will be held during the month of July. Candidates invited for interview will be notified at least a week before.

Holocaust Centre North aims to be an equal opportunities employer.

Role Description

In addition to complying with their general duties as a Trustee (see below) the Chair will:

Leadership

- Provide leadership to the Board of Trustees in providing a clear vision and strategic direction of the HSFA ensuring a long-term successful future for the charity.
- Facilitate the Board of Trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.
- Support and challenge the Director where appropriate, helping them achieve the aims of the organisation; and optimise the relationship between the Board and the staff.
- Act as a spokesperson and champion for the organisation and take an active part in raising funds for the Charity.
- Maintain careful oversight of any risk to reputation, quality of care and/or financial standing of the

charity and ensure major risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks in an appropriate fashion.

Governance and Charity Management

- Ensure the Board fulfills its responsibilities for the overall performance and proper governance, and pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.

Financial Management

- Liaise regularly with the Treasurer to maintain clear oversight of the charity's financial position and business performance and to ensure full, timely and accurate financial disclosure to the Board.
- Work with the Board/Director to maintain a thriving and financially sustainable organisation.

Maintaining and Building Relationships

- Maintain an up to date understanding of the Holocaust, including the surrounding political context in relation to our membership and wider audiences
- Support the Director to build and maintain relationships with funders
- Support the Director to raise the profile of the HSFA in the wider community, representing the charity at events and meetings and in relations with partners and the media where necessary;

In relation to the Board

- Approve the annual cycle of Board meetings and agendas, chair and facilitate meetings, monitor the implementation of decisions taken at Board meetings.
- Guide the other Trustees to enhance the overall contribution of the board. Encourage team working, facilitate change and address any conflict within the Board of Trustees.
- Annually review the Board structure and effectiveness and ensure implementation of agreed changes/developments.
- Ensure there is a systematic, open and fair procedure for the recruitment and co-option of trustees and that successors required for key posts – Chair, Treasurer, Director, etc. – are recruited and inducted in good time.
- Foster a culture to facilitate fundraising and to attract gifts, grants and donations. Ensure new Trustees with necessary skills are recruited as required and that they receive a proper induction, advice, information and training.
- Attend and/or be a member of other committees when appropriate in role as Chair.
- In relation to the Director
- Working with the Board, ensure that there are clear and open processes for the recruitment and management of the Director, and for setting and reviewing their remuneration package
- Ensure the board focuses on its governance role and does not ordinarily inhabit a management role. Ensure that the Board understands the distinction between governance issues and operational ones.
- Arrange regular meetings with the Director, enabling an open professional relationship where concerns can be discussed.
- Work collaboratively with, and provide leadership and line management to, the Director to ensure that the Charity is run in accordance with the decisions of the Board. Ensuring appropriate professional development is made available to the Director.
- Ensure that the Director and the team provide the Board with relevant, timely and accurate information in order to allow the board to discharge its responsibilities. This should include alerting the board to major risks, informing the board of current and future key issues, including significant trends, and informing the board about external changes which may impact on the charity. Ensure through the Director, that the staff understand the role of the Board, including its decisions, and the Director provides an effective link between the board and staff.
- Act as final stage adjudicator as required in line with Holocaust Centre North policy for disciplinary and grievance procedures and undertake review of external complaints as defined by the charity's complaints policy.

Person Specification

The Chair will have the personal background, experience and qualities to ensure that they can guarantee the following:

- Commitment to Holocaust Centre North's vision and mission
- Demonstrable significant understanding of the issues addressed by the Charity
- Understanding of the charity sector, particularly the importance and challenges of fundraising
- Understanding of the heritage sector, the museum and gallery sector and or communities
- Understanding of the Holocaust, and Holocaust education
- Demonstrate a proven track record of success operating within a Board or at a comparable senior management level in a charitable or public organisation, including monitoring performance and mitigating risk.
- Evidence sound judgement and decision-making
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to engage and listen effectively
- Strong networking capabilities that can be used for the benefit of the charity
- Confident public speaker with ability to inform and influence
- Ability to foster and promote a collaborative team environment
- An understanding of fundraising, particularly from private donors and through individual giving.
- A clear understanding of the respective roles of the Chair, Trustees and Director
- Willingness to devote the necessary time and effort to the duties of Chair and Trustee.
- Willingness to travel to Holocaust Centre North offices in Huddersfield

Trustee Role Profile

Below is an overview of a Trustee's role, duties and responsibilities which also apply to the Chair.

Role description

- Ensure that the HSFA complies with its Governing Document, charity law and all other relevant legislation or regulations;
- Ensure that the HSFA pursues the objects set out in its Governing Document and Strategic Plan;
- Work in partnership with the other Trustees to form a clear vision and develop a strategic plan, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets to ensure accountability;
- Act as an ambassador for the HSFA, representing and promoting the charity and its activities;
- Maintain proper financial control and ensure that HSFA applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are;
- Set and maintain vision, mission and values;
- Ensure there are proper employee procedures in place and to provide oversight of the management of employees in line with Employment and related legislation.
- Oversee the operational management of the organisation;
- Draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures;
- Ensure that risk assessments for all aspects of the business are carried out;
- Safeguard the good name and values of HSFA to maintain effective Board performance and ensure the efficient administration of the charity including funding, insurance and premises;
- Act in the best interests of the charity, not in the interests of yourself or another organisation.
- Provide support to the Chair and/or Deputy for any disciplinary panels or appeals.
- Ensure that the Trustee Code of Conduct (attached) is followed at all times. In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience s/he has to help the Board reach sound decisions. These may involve scrutinising Board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.