



Chair advertisement and role description

Heritage Crafts (a Charitable Incorporated Organisation registered as 'The Heritage Crafts Association') was set up in 2009 to support, safeguard and celebrate heritage craft skills in the UK. We are currently funded by the National Lottery Heritage Fund thanks to money raised by National Lottery players.

We are looking for a Chair to lead our dynamic Board of Trustees through the next stage of the organisation's strategic and operational development.

Please note:

- This role is open to applications from both external candidates and internal candidates / existing Trustees.*
- Former Chair experience is not compulsory, with support to be made available for less experienced candidates.*

About Heritage Crafts

Founded by a group of craftspeople and supporters 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.

We are a growing organisation with eight part time staff and fourteen Trustees. Our charitable remit is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training.

Essential and desirable experience, skills and values

	Essential	Desirable
Experience	<ul style="list-style-type: none">• 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 of driving strategy.• Have experience of managing risk.• Have experience of chairing effective meetings.	<ul style="list-style-type: none">• 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.

	<ul style="list-style-type: none"> • 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 develop a sophisticated understanding of the heritage crafts sector within 12 months. 	<ul style="list-style-type: none"> • Have experience of the wider creative industries. • Have experience as a media spokesperson. • Have first-hand experience of the benefits of practising a craft skill.
Skills	<ul style="list-style-type: none"> • Have strong leadership skills. • Have a strategic vision of what heritage crafts can offer the future, and what a future could look like with craft skills at the fore, or the capacity to develop this vision within 12 months. • Be able to drive the creation of strategic plans to achieve Heritage Crafts' aims that are both ambitious and practical, based on a high level of understanding of the broader social and cultural context and prevailing shifts in society. • 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. 	<ul style="list-style-type: none"> • Be skilled in the principles and application of: <ul style="list-style-type: none"> ○ Advocacy ○ Charity governance ○ Charity finance ○ Equity, Diversity and Inclusion ○ Fundraising ○ Public relations ○ Risk management
Values	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Have a particular insight from within a historically under-represented community.

Our values

Our work is underpinned by our proactive commitments to:

- **Equity and inclusivity** – removing barriers to participation and fostering appreciation of heritage crafts across diverse communities.

- **Credibility and authority** – reflecting the extensive expertise of our heritage craft communities.
- **Collaboration and cooperation** – facilitating connection between makers, supporters and partner organisations.
- **Sustainability and stewardship** – being mindful of the cultural, social, economic and environmental impacts of heritage crafts.
- **Integrity and honesty** – operating openly, accountably and fairly.
- **Continual learning and development** – safeguarding heritage skills by adapting to changing social, cultural and economic contexts.

We work with organisations and individuals who share these values, and expect everyone involved with Heritage Crafts to uphold them.

Equality, diversity and inclusion statement

Heritage Crafts:

- is committed to encouraging equality, diversity and inclusion among our members, staff and volunteers.
- aims to be representative of all sections of society and expects our staff, trustees, associates and anyone involved in the organisation to respect our values.
- goes beyond legislative compliance to make equality, fairness and diversity integral to everything we do. We opposes all forms of unlawful and unfair direct or indirect discrimination.

Statutory duties of a Trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- If the organisation employs staff, to appoint the chief executive officer and monitor his/her performance.

Commitment

Five Trustee meetings per year (four online Zoom meetings and one in person meeting) and one Annual General Meeting, with additional input averaging around one day per fortnight.

Other information

Basis:	Unpaid
Expenses:	Yes: in accordance with the Heritage Crafts Expenses Policy and following provision of receipts
Health and safety policy:	Yes
Insurance cover:	Yes: Public liability and Trustee indemnity
Training:	Yes: Trustee induction and ongoing support

Recruitment method

Informal discussion, interviews, references and a trial meeting.

Contact for informal discussion

Daniel Carpenter, Executive Director – daniel@heritagecrafts.org.uk

To apply

Send a CV and a short covering letter outlining your motivation for applying for the role and your relevant skills and experience to Daniel Carpenter, Executive Director at daniel@heritagecrafts.org.uk.

Closing date

Friday 15 August 2025. The Chair-elect will be proposed for election at the AGM on 10 December 2025.

Appendix – Trustee eligibility

Section 72 of the Charities Act 1993 disqualifies people to act as Trustees who:

- have been convicted of any offence involving dishonesty or deception;
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- have been removed from the office of organisation trustee or trustee for a organisation by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).