



Come and help us!

CBA Trustees

Vacancies on our Board of Trustees
Council for
British Archaeology

The CBA and Archaeology - Are you ready for your next challenge?

We are looking to fill 4 vacancies on our Board of Trustees including the roles of Chair and Vice Chair. If you think you have the skills and knowledge to help propel the CBA forwards into its next phase of development, please get in touch.

The CBA is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologist's Club for children aged 8-16. We speak up to safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

Our vision:

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

Our mission:

To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn and grow.

To help people explore and create heritage that matters to them, championing fresh perspectives in how we recognise and value things and places - everywhere.

To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology.

Our values

Our values define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people.

The CBA aspires to be:

Inclusive and participatory

- Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool.
- Archaeology enables us to bring together diverse communities and create inclusive practice.

Curious and enquiring

- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

Collaborative

- Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes.
- There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved

Creative, communicative, and connective

- Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.
- Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being and keeping people connected.
- Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

Caring and campaigning

- Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

Description of the roles

The CBA Board of Trustees is responsible for overseeing the strategic and financial management of the CBA.

As a member of the Board of Trustees, you will help shape the organisation's vision and strategy, be responsible for the oversight of the organisation and its finances and to ensure it is fulfilling its obligations as a charity. In addition, we are looking to fill the roles of Chair and Vice Chair to lead the Board of Trustees and to support us strengthen the governance of the organisation. We are particularly interested in people who will help us broaden our approach and membership to help us grow our reach and impact.

Skills and Knowledge

In April 2021 we developed a new Business Plan *Action for Growth 2021-25*, and undertook a comprehensive review into how we approach issues around inclusion, equality and diversity. This work and a review of existing skills and knowledge of the Board of Trustees has identified several areas where we are keen to recruit skills and knowledge to the Board of Trustees:

Council for British Archaeology

We are particularly interested to hear from and receive nominations from people who have something to contribute to the following areas:

- **Governance and Board oversight**
 - The CBA is currently reviewing all aspects of its governance and how we support our Trustees. We are seeking new trustees who will be able to support this work and have a commitment to support the efficient running of the organisation. This includes the roles of Chair and Vice Chair which are up for nomination following the completion of two terms in the respective roles by Mr Ken Smith and Professor Carezza Lewis.
- **Charity Finance and charity funding**
 - We are seeking new Trustees who may have a background in finance and accounting who can support the wider understanding of the organisations financial position. We are not seeking a formal Hon Treasurer but wider financial advice and experience.
- **Communications and Marketing**
 - Over the last three years we have demonstrated how strong the CBA voice and reach is. We now need to maximise converting this reach into CBA membership and deeper levels of support for archaeology. We are looking for someone who has skills or an interest in communications and marketing to support staff and Trustees.
- **Fundraising**
 - Fundraising, sponsorship and donations remain a key income strand for the CBA and we are looking for someone who has skills or an interest in this area to support staff and Trustees.
- **Net Zero/Climate Change**
 - The CBA needs to develop policies around Net Zero and to support our network to do the same. We are looking for someone who has skills or an interest in this area to support staff and Trustees.
- **IT**
 - The CBA has undergone significant IT upgrades with a new CRM and Website and moving to a fully cloud based server. Further IT improvements will be needed as well as development of our digital offer for members and around our publishing. We are looking for someone who has skill or an interest in this area to support staff and Trustees.

You do not need a background in archaeology or to be a member of the CBA to apply. We are looking for applicants who can help us thrive as a charity and feel that skills in the areas identified above will provide valuable support and expertise to our existing portfolio. If you are interested in becoming a Trustee of the CBA and can help us in any of the areas above then please contact Neil Redfern, Executive Director on 07437 180732 or at: neilredfern@archaeologyuk.org.

Since 2019, the CBA has been working to improve its financial resilience. We have a clear business plan and have begun implementing the changes which will underpin our new approaches, with a new CRM and website, linked to a new finance system.

The organisation continues to face challenges post Covid-19 and now with the cost-of-living crisis. 2024 will mark our 80th Anniversary and It is imperative that we have the skills and resources necessary to undertake our role to Champion Archaeology and Public Participation. Your skills and knowledge can help make that happen.

Membership is an essential income generator for our long-term future. It supplies the CBA with a voice for campaigning, a pool of potential volunteers, as well as much needed finances in challenging economic circumstances. The CBA's future resilience is dependent upon this and it will form the focus of activities and effort moving forward. Reaching and working with new audiences will be a key area of our work over the coming years and our new digital infrastructure and website will place the CBA as the 'hub' through which people and the public can interact with archaeology.

We will look to develop our core values into active campaigning to help support the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do.

The Board of Trustees are essential in setting the strategic direction of the organisation, and helping staff drive forward our vision, mission and values.

'Inclusive and participatory' is one of the Council for British Archaeology's five core values and sets out our important aspiration that everyone can participate in archaeology. As a national charity, we have an ability to reach a wide and diverse population of audiences, colleagues and partners through our geography and reach.

We are working hard to understand our organisation better and to foster a culture that recognises and values different backgrounds, approaches, skills, experience, knowledge and expertise. Having greater representation will make us a stronger and better organisation and ultimately will be able to inspire more people to enjoy archaeology. We therefore welcome nominations to the Board for those who bring and champion difference.

Role Specification

Roles:	CBA Chair – one position CBA Vice Chair – one position CBA Trustee – two positions
Responsible For:	Oversight of the strategic vision and finances of the CBA and to ensure it is fulfilling its obligations as a charity.
Supporting	Trustees are members of the CBA Board of Trustees who set the strategic direction for the organisation and oversee its delivery, working with our Executive Director and Executive Management Team. Trustees can be asked to join various committees or boards such as the Resources Committee or CBA Advisory Board to oversee specific aspects of the organisation. All Trustees are asked to commit to ongoing contact with and informal support for staff and volunteers, in addition to their attendance at formal meetings.
Term:	Trustees are appointed for an initial 3-year term and can stand for re-election for a further term. Trustee appointments are made through nomination, and if more nominations are received than there are vacancies, a ballot will be held at the AGM. The Board of Trustees have the power to co-opt anyone to the Board of Trustees if vacancies are not filled via the nomination process.
Remuneration:	These are unpaid voluntary roles. Travel and accommodation expenses are covered where incurred to perform the function of a Trustee.
Location:	At present the CBA holds 4 Trustee meetings and 4 briefing sessions per year and the Annual AGM. The meetings are a mix of in person and online with at least 2 full Trustee meetings a year in person (normally in York or London). Trustee meetings are no more than 2 hours in duration and the briefing meetings 1 hour. Timings are staged throughout the day and early evening, from one meeting to another to accommodate working patterns and family life. Once a year Trustees are invited to York for an overnight stay to meet staff and undertake joint staff and Trustee workshops.

How to apply:

Please complete the accompanying Nomination Form on our website.

Nominations need to be received by midnight on Friday 10th November 2023

Nominations need to be sent to neilredfern@archaeologyuk.org

If you need help with nominations or would like to arrange a confidential, informal conversation about this opportunity please contact Neil Redfern, Executive Director on 07437 180732 or neilredfern@archaeologyuk.org

The CBA AGM will be held on Saturday 10th February 2024 at which time nominations will be put forward to the CBA membership.