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Welcome from the Chair, Tom Wright CBE, and Chief Executive, Stuart Eve



Dr Stuart Eve
Chief Executive Officer



Tom Wright CBE
Chair of the Board

Wessex Archaeology is a trusted heritage service provider and a charity, deeply committed to uncovering our shared heritage, inspiring people and helping to build a better world.

Bringing together leading minds and practitioners from across the heritage sector, we deliver sustainable solutions to manage the historic environment above ground, below ground and underwater. In recent years, we have expanded and diversified our established operations in the UK to work alongside local experts across the globe.

We believe that investigating, understanding and sharing knowledge of the past brings value to society and strive to develop and promote the understanding of archaeology and heritage in a profitable, sustainable and inclusive way.

With a legacy of over 45 years of working in the heritage sector, we have so many fascinating stories to share about our work. Recent highlights include the excavation of Sheffield Castle - the birthplace of the city - for the Castlegate Regeneration Project, and excavations for The Moors at Arne, a compensatory habitat scheme with Kier on behalf of the Environment Agency and its project partners, RSPB and Natural England.

At Wessex Archaeology, we are known for excellence in the delivery of our commercial work, but we are also passionate about fostering positive change that drives the sector forward. This includes spearheading pioneering heritage inclusion and wellbeing

initiatives, such as the National Lottery Heritage Funded Digging for Erlestoke project, run in partnership with HMP Erlestoke and the Ministry of Justice.

For us, our people, our experts, are the heart of our organisation and we place great value in nurturing a collaborative, supportive and inclusive culture and creating opportunities for personal and professional development.

As a charity, our surpluses go directly back into the organisation and the delivery of our charitable purpose, which underpins everything we do.

We are looking for up to three new Trustees to join our Board at an exciting time in Wessex Archaeology's history. With a new Chair and Chief Executive in place, the Board and Executive Team are reviewing the vision and strategy for the organisation, building on our strong financial performance and continuing to establish our profile both in the UK and internationally.

The new Trustees need to bring specific and relevant expertise in HR and people management, or legal practice and governance or commercial services, or a combination of these. They must also share our dedication to sustainability and inclusion and be eager to champion these throughout our organisation and beyond.

We look forward to meeting you.

Tom & Stu



About Wessex Archaeology

Founded in 1979, Wessex Archaeology is a registered charity dedicated to the advancement of education and of the arts, culture, heritage and science, and is a limited company.

With total Group funds of £7.8 million, our consolidated income for the financial year 23-24 was £25 million.

A bit about us:

- UK offices in Salisbury, Bristol, Sheffield, Meopham and Edinburgh
- Subsidiaries based in Europe and Australia
- 380 expert staff working in the UK and internationally
- Expertise in:
 - Archaeological fieldwork and historic building recording
 - Marine archaeology
 - Geophysics, geomatics, aerial and lidar survey
 - Heritage consultancy and assessment
 - Geoarchaeology, palaeolandscape and deposit modelling
 - Environmental archaeology
 - Archaeological research and finds analysis
 - Heritage inclusion and community engagement
 - Heritage interpretation and multimedia content
- Recognised for Quality excellence, achieving ISO 9001 and ISO 45001
- Net Zero target of 2030, actively placing sustainability at the heart of our strategy

The roles

As part of our routine Board refresh, we are seeking two or three new Trustees who bring specific skills and experience. They will also have personal qualities that are a good fit with Wessex Archaeology's culture and complement the attributes of the other Trustees. Our appointment decisions will be influenced by our wish to ensure a good level of diversity among our Trustees.

People management/ HR experience:

- This person will bring an up-to-date understanding of executive-level recruitment, performance management and negotiation of pay and other benefits. They will also have experience in assessing, enabling and supporting equality, diversity and inclusion within an organisation.
- Wessex Archaeology is a highly skills-based organisation employing many leading archaeologists and the appointee will have experience in the development and recruitment of specialist staff.
- The appointee will be expected to chair the Remuneration Committee, whose key responsibilities include recommending to the Board the pay awards for the Chief Executive and other senior executives (the terms of reference of the Remuneration Committee will be shared with candidates invited to interview). Experience in chairing committee meetings is therefore highly desirable for this role.
- The appointee will also play a role in grievance or disciplinary matters which either involve a member of the executive management team or reach the highest tier of the organisation's grievance or disciplinary procedure.
- Additionally, the Company's Chair (and the Board generally) will look to the person appointed to this role to advise on matters related to people management (on a no-liability basis).

Legal experience:

- This person will bring up-to-date experience in areas of legal practice which are relevant to the work and purposes of our organisation. Experience in the construction and/or commercial projects fields would be attractive. We would also like to see experience of advising on best governance practices at Board level.
- The appointee will liaise with relevant members of the executive team to achieve oversight of the adequacy of legal provision to the organisation and our subsidiaries, including assisting with the appointment of external legal support. The appointee will need to establish a sound working relationship with the Company Secretary and members of the Executive Team responsible for the procurement of legal services.
- The appointee will be expected to maintain an awareness of any material legal matters currently affecting the organisation and to ensure that the Board is adequately briefed on these.
- Additionally, the Company's Chair (and the Board generally) will look to this person to advise on the conduct of legal issues affecting the organisation and to generally provide guidance on legal matters and on optimal governance practices (on a no-liability basis).

Commercial experience:

- This person will have a depth of experience in commercial activities relevant to the work the Wessex Archaeology and our subsidiaries are engaged in. Experience in the construction sector and/or in commercial services contracts and projects would be attractive.
- This person, in conjunction with those of the other Trustees who have commercial experience, will play a valued and important role in helping to ensure there is informed and balanced deliberation at the Board.





Personal specification

In addition to the skills and specific attributes mentioned above for each role, it is hoped candidates will bring the following skills and experiences to the role of Trustee.

- A passion for Wessex Archaeology's work
- Experience of and understanding of strategic planning and resource management
- Experience of organisational governance
- The ability to succinctly contribute to discussion at meetings, listen well and demonstrate respect for other views
- A collegiate and unitary approach to working in partnership with the executive team to deliver the strategy
- The ability to analyse and review complex issues and weigh up conflicting opinions
- Financial acumen
- The ability to act as an ambassador and champion for Wessex Archaeology
- The highest standards of integrity and honesty, together with a commitment to the Nolan Principles of Public Life

Terms of appointment

As a registered charity and a company limited by guarantee, Wessex Archaeology is governed by a Board whose members are both charity Trustees and Company Directors (for convenience referred to in this pack as Trustees).

Our Trustees are all non-executives (that is, they do not work for the organisation) and, in keeping with charity law, they are not paid for carrying out their responsibilities but are entitled to claim proper expenses. The Trustees' role is one of governance and review and approval of strategy and key decisions, together with ensuring delivery of our charitable objectives and keeping a watchful eye on the financial performance that pays for this.

Trustee appointments are made for an initial term of four years which may be extended to a second term of three years. In exceptional circumstances, Trustee terms can be extended a third time for a further two years, with Board approval.

Wessex Archaeology's Board generally meets (roughly) quarterly, with an additional strategy meeting that may involve a dinner

the night before for Trustees and the Executive Team. Occasionally additional Board meetings are required – these are generally held virtually. Additionally, Trustees are generally expected to serve on at least one of the committees of the Board.

The approximate time commitment is around 12-15 days (excluding visits to sites/ regional offices).

The management style of the organisation is trusting, open and collaborative and our Trustees have contact with the Chief Executive, members of the Senior Leadership Team and with other staff members.

It is important that our Trustees familiarise themselves with our organisation, are visible to staff and (ideally) gain some first-hand experience of what we do. We ask, therefore, that Trustees are willing to do some limited travel to some of the organisation's offices and sites.



How to apply

To apply, please send a CV and cover letter to wa.applications@wessexarch.co.uk. Your cover letter should clearly outline how you meet the criteria for this role.

The closing date for applications is midnight on 1 December 2024.

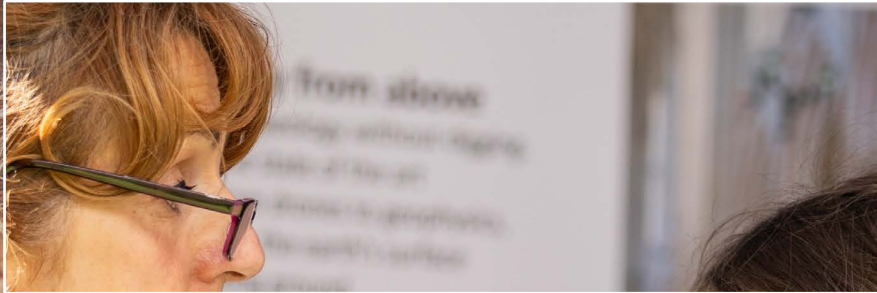
Shortlisted candidates will be invited to interview in mid-December at Portway House, near Salisbury, to meet members of the Board and executive team.

If you have questions about the role, or want an informal conversation before applying, please contact the Chair of our Board via email at t.wright@wessexarch.co.uk.

We welcome applications from people with disabilities and aim to be supportive in our recruitment and employment practices. Please let us know if you need any special arrangements or adjustments in the application or interview process.

Successful candidates must have proof of identity and eligibility to work in the UK by the start of their employment.





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