



Trustee Recruitment

Summary

The Norfolk Archives and Heritage Development Foundation (NORAH) is a new charity founded in 2016 to raise funds to support the development of the Norfolk Record Office and its partners. The Foundation is seeking to appoint Trustees to join its Board and is inviting expressions of interest from people with a wide range of professional skills and experience.

Norfolk Record Office

The Norfolk Record Office is the local authority archive service for Norfolk. It collects and preserves archives in order to make them freely accessible to the general public. Archives are records produced by the day-to-day activity of organisations and individuals whose historical importance merits their permanent preservation. They are our main resource for understanding Norfolk and its people over the last thousand years and contain countless lost and untold stories.

Norfolk's relative prosperity and its avoidance of major turmoil has meant the quality and quantity of its archives are outstanding. The Norfolk Record Office is widely regarded as one of the leading archive services in the United Kingdom and its entire collection has been Designated as being of national and international importance whilst some of its holdings have also been inscribed in the UNESCO's Memory of the World register.

The Norfolk Record Office's main centre of operation is at The Archive Centre which is located next to County Hall on the south-east edge of Norwich. The NRO also operates from the Norfolk Heritage Centre and the King's Lynn Borough Archives.

Norfolk Archives and Heritage Development Foundation

The Foundation has been established to help the Norfolk Record Office to secure a diverse and sustainable funding base for the future. The Charity's objective is to advance education in the history of Norfolk for the benefit of the public. It aims to do this by funding the purchase, preservation and processing of Norfolk's archives and funding projects and activities which engage different audiences.

The Foundation seeks to fundraise to meet these aims against an agreed annual fundraising strategy. This strategy will include: individual giving, grant making trusts and foundations, corporate sponsorship and donations.

Person Specification

If you would like the opportunity to become involved in the development of NORAH and the work it is undertaking for archives we would like to hear from you.

We are looking for self-motivated individuals from a range of backgrounds who can provide strategic and practical support, have a strong interest in heritage and possess professional and personal networks. We are particularly interested in

applicants with a wide range of networks and experience of fundraising, finance, legal work, marketing and publicity. Previous experience of being a charity trustee is desirable but not essential.

We welcome applications from all members of the community, whatever your background. Appointments will be made with a view to ensuring the Board draw on a wide range of professional expertise, experience and backgrounds.

Appointments will be made for an initial term of three years. The role is likely to require a time commitment of between 5 and 10 days per year. Board meetings will be held during the day four times per year, usually in Norwich. Trustees will also be asked to assist with relevant matters between meetings as needed and agreed; this may include attending evening and weekend functions. The post is unpaid.

How to apply

Please send your CV with a covering letter to gary.tuson@norfolk.gov.uk.

Your covering letter should highlight your interest in Norfolk's heritage, your relevant experience and your motivation for joining the Board.

Closing date for expressions of interest is **12 Noon on Monday 27 February**.

For more information or for an informal discussion about the role please contact: Gary Tuson, Norfolk County Archivist, email gary.tuson@norfolk.gov.uk, tel. 01603 222599.