



## Role Description

# Heneb – The Trust for Welsh Archaeology

## Trustee Role Description

**Application deadline: 31 March 2026**

### About Heneb

Heneb – The Trust for Welsh Archaeology is the national charity formed in 2024 from the merger of the four Welsh Archaeological Trusts. Our mission is to protect, understand, and promote the historic environment of Wales, delivering archaeological expertise, public benefit, and cultural value across the nation.

We are governed by a Board of Trustees who collectively provide strategic direction, oversight, and stewardship of the charity in support of our five-year plan and long-term vision.

We are now inviting applications for **two new Trustees** to join our Board.

### Purpose of the Role

Trustees are responsible for ensuring that Heneb is well-governed, financially sustainable, legally compliant, and able to deliver high-quality archaeological and heritage services for the people and places of Wales. Trustees also act as ambassadors for the Trust and uphold its values, independence, and reputation.

### Key Responsibilities

Trustees will:

### Governance & Strategy

- Contribute to developing, scrutinising, and supporting the implementation of Heneb's strategic objectives.
- Ensure that the charity complies with its governing documents, charity law, and regulatory requirements.



- Provide constructive challenge and support to the Chief Executive and Senior Leadership Team.

#### **Financial Stewardship**

- Safeguard the Trust's assets and ensure resources are used effectively.
- Approve annual budgets, monitor performance, and oversee risk management.

#### **Advocacy & Representation**

- Act as an ambassador for Henneb, promoting its work regionally and nationally.
- Support partnership building with communities, stakeholders, funders, and the wider heritage and archaeological sector.

#### **Culture & Values**

- Champion inclusivity, sustainability, and good governance.
- Support Henneb's commitments to Welsh language, diversity, and community engagement.

#### **Skills and Experience Sought**

We welcome applications from individuals with a broad range of backgrounds. At this time, we are **particularly seeking candidates with expertise in one or more of the following areas:**

#### **Priority Skills**

- **Communications, Digital and Brand Development**  
(including public engagement, digital transformation, storytelling, marketing)
- **Data Protection and Cyber Security**  
(GDPR compliance, information governance, digital risk)
- **Volunteer Management**  
(including community heritage participation and volunteer development)



- **Commercial Archaeology and Health & Safety**  
(industry practice, commercial operations, risk management)
- **HR and Organisational Development**  
(people strategy, workforce planning, policy development)
- **Sustainability and Climate Action**  
(Carbon Net Zero, biodiversity and nature recovery, environmental management)

### **Representation Needs**

To strengthen the diversity and regional balance of our Board, we **especially encourage applications from:**

- **Young people**, including early-career professionals
- People from **diverse backgrounds**, including those underrepresented in heritage governance  
(ethnic diversity, disabled people, LGBTQ+ people, people from low-income backgrounds, and Welsh speakers)

### **Personal Qualities**

Trustees should be:

- Committed to Heneb's mission and values
- Able to think strategically and exercise sound judgement
- Willing to challenge constructively and contribute to consensus
- Ethical, open-minded, and collaborative
- Strong advocates for heritage and public benefit in Wales

Experience of governance is helpful but **not essential** - training and support can be provided.

### **Time Commitment**

- Four to six Board meetings per year (in person or online)



- Participation in occasional sub-committees, events, and strategy sessions
- Preparation time for reading papers and contributing expertise

This is a **voluntary, unpaid** role, but reasonable expenses are reimbursed.

### **How to Apply**

Applicants are invited to submit **either**:

- A **CV and covering letter**, or
- A **video** or **audio recording** (5–8 minutes) explaining your interest and what you would bring to Heneb.

Please send your application by **31 March 2026** to [HR@Heneb.org.uk](mailto:HR@Heneb.org.uk)