

[Trustee vacancies and role description](#)

**Voluntary and unremunerated: reasonable expenses reimbursed.**

**Location: Flexible, UK citizenship or residency required**

**About CBRL:**

The Council for British Research in the Levant (CBRL) is seeking to appoint new Trustees. CBRL is a research charity which operates the UK's overseas research institutes in Amman and East Jerusalem and supports academic research across a broad range of subject areas – from archaeology to modern social science – in the Levant. CBRL has 12 staff across 3 locations and an income of c£1 million, derived from government and research grants and its various activities.

CBRL is a member of the British International Research Institutes (BIRI), a group of independent charities sharing an office at the British Academy in central London. The charity has been through significant change in recent years, broadening its sources of funding and professionalising its processes. This is expected to continue, and the Trustees will play a key role in helping to drive the Strategic Plan.

During the four-year term members shall comply with their obligations as Trustees of the charity and Directors of the company.

**Skills and experience:**

CBRL is seeking to recruit new Trustees to join our Board and sub-committees. We are particularly seeking expressions of interest from candidates who have any of the following skills, knowledge and experience:

- An academic research background, with UK academic knowledge and / or experience
- Regional expertise
- HR background
- Publications background/ experience
- Experience of charity governance
- Overseas organisation management experience
- Fundraising experience

Trustee roles involve:

- overseeing the strategic management of the charity
- membership of no less than one subcommittee and ad hoc working groups
- attendance at quarterly Board and subcommittee meetings in London/ online
- ad hoc advice and support for the CBRL management team
- representing CBRL at external events and conferences
- supporting fundraising and sustainability initiatives to secure the future of CBRL
- assessing research grant applications and prizes (academic trustees only)
- able to fulfil the time commitment required for the role

### **Trustee Role Description:**

The Board of Trustees are jointly responsible for the overall governance and strategic direction of CBRL, its financial health, the impact of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

### **Key Responsibilities**

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing documents (memorandum and articles of association, bye laws).
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives.
- 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.

In addition, with other trustees, to hold the charity "in trust" by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Taking care of the charity's assets

Beyond the statutory duties, we ask that our trustees take a supporting role within the organisation to help drive the delivery of the strategy and support the team. This could include activities such as chairing committees/working groups or actively supporting meetings with potential funders for example.

### **Personal Qualities & Skills**

- A willingness to commit the necessary time and effort to the role of Trustee
- An ability to work effectively as a member of a team and willingness to be available for advice and enquiries on an ad hoc basis.
- Good, independent judgement and strategic vision.

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

**Time commitment:**

- CBRL Trustees serve an initial four-year term and are eligible for reappointment for an additional term.
- Trustees attend one Board meeting and one Committee meeting per quarter – 8 meetings in total per year.
- The four Board meetings a year are held hybrid: in person and online usually in January, April, July and October for two hours on a day during the week Monday - Friday (you will be consulted on your availability)
- There are times where we will ask for additional meetings where board decision making is required on key matters between meetings and these are typically held on a mutually agreed time (Monday – Friday)
- Additionally, we may ask that you read, review and make recommendations on papers, policies and documents, as well as advise on matters relating to CBRL.
- Each committee requires the reading and reviewing of relevant documents, policies, applications and prizes, where applicable.

**Process:**

Please send expressions of interest including a CV and a short biography/ profile link to the UK Executive Officer at [info@cbrl.ac.uk](mailto:info@cbrl.ac.uk)

Deadline to receive expressions of interest is **Monday 9<sup>th</sup> Sept 2024**