



Registered charity number 1172792

**Art History Link-Up
July 2024**

Secretary Trustee Application pack

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Art History Link-Up

Art History Link-Up provides free accredited Art History courses for sixth form state supported students in museums and galleries. After the courses, students often choose to pursue the subject at university and/or a career in the arts, keeping the subject and sector alive, diverse and vibrant. We feel that increasing opportunities to learn about art history is crucial: fewer than 1% of state schools in the country currently offer History of Art A level. Our programmes offer benefits to a diverse range of students who might not otherwise have these opportunities: access to the arts, cross-curricular connections, and enhanced skills and career development.

Art History Link-Up works with other cultural organisations to link young people to the art and architecture in public collections. Learning to look and understand our rich visual culture is more important than ever before: this opportunity to learn about art and benefit from it should be available to every young person.

Art History Link-Up was established during the 2016/17 academic year. Our first scheme 'Art History for Everyone' offers students a taught Extended Project Qualification (EPQ) – equivalent to up to half an A level in UCAS points – alongside two modules of the A Level Art History course with the opportunity to take a second year of the course and sit the A level exams. The course is structured around examples of art and architecture in our great collections. There is significant demand for places. The majority of students come from under-represented backgrounds.

Until March 2020, our courses were hosted at The Wallace Collection and The National Gallery in dedicated teaching space on term-time Saturdays. Then when public spaces closed as a result of the pandemic, until March 2022, our courses were delivered entirely online. This allowed us to double the student numbers and to broaden our offer to even more students who may not have been able to participate due to geographical or other barriers to access. We returned to in-person teaching at the National Gallery in March 2022 in a hybrid format and in September 2022 we started a new and successful academic year at The Courtauld Institute, with half the student cohort in the classroom/ galleries and other students following the same class online. We are now entering our third year at the Courtauld in this format, with excellent retention and outcomes.

We piloted an 'Introduction to Art History' course, funded by the Band Trust, in 2022 which saw over 50 state school children aged between 13 and 15, learn about Art History at The Dulwich Picture Gallery, Courtauld Institute, and National Gallery. We are currently developing a second iteration of the Introduction, towards an Art History qualification for this age group, funded by the Rothschild Foundation over three years, and currently based at Waddesdon Manor. Looking to the future, we have an ambitious set of plans to increase our outreach, in a number of different formats, to make sure that we keep inspiring the next generation.

Our work is generously supported by a number of trusts and individuals. Our Chief Executive, Rose Aidin, oversees the day-to-day running of the charity, with students supported by teaching team, and volunteer EPQ mentors.

Trustee Positions

Art History Link-Up is looking for a new Secretary Trustee to join the Board.

Our small Board currently comprises ten dedicated individuals, between them holding broad experience across several sectors and disciplines. After a very successful year and plans for improvement and expansion, we are looking to supplement the Board with a further talented appointment.

As a member of the Board of Trustees you will have responsibility for:

- Providing strategic oversight and leadership, ensuring that Art History Link-Up pursues its stated objectives.
- Ensuring effective and efficient administration of the charity, including approving the budget, defining goals and targets, evaluating performance, and taking appropriate action to manage risk.
- Taking a limited but hands-on role to support the delivery of certain elements of the charity's work (e.g. marketing, accounting, recruitment).
- Ensure resources are used effectively to ensure the overall financial sustainability of the charity in future years.
- Contributing to and safeguarding the reputation and values of the charity and our partners, being an excellent advocate for Art History Link-Up and the young people we work with.
- Supporting our freelancers and volunteers to help them contribute positively and professionally to the development of the charity and its programme.
- Ensuring that Art History Link-Up operates in accordance with the principles of good governance, complying with its Articles of Association, its safeguarding and recruitment policies, charity law, and any other relevant legislation or regulations.

Person Specification

Successful candidates will be strong team players with a range of professional skills and personal qualities. You should share our determination to make the study and enjoyment of art history accessible to as many young people as possible.

We are seeking to boost particular skills on the Board and are particularly keen to appoint a candidate with the below skills:

Secretary

- An individual with a legal background, or with sound knowledge of the area who can take the lead on compliance issues relating to constitutional, legal, regulatory and statutory requirements.
- Excellent organisational skills

Role description

In addition to the general responsibilities of a trustee, duties of the Secretary are as follows.

- Preparing agendas in consultation with the chair and chief executive, and circulating them and any supporting papers in good time.
- Receiving agenda items from other trustees/staff.
- Checking that a quorum is present.
- Taking minutes (or being responsible for them being taken) and circulating draft minutes to all trustees.
- Ensuring that the minutes are signed by the chair once they have been approved.
- Checking that trustees and staff have carried out actions agreed at a previous meeting.
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required).
- Sitting on appraisal, recruitment and disciplinary panels as required.
- Advising on legal matters as required.

Hand-over material is supplied by our former Secretary and by the Chair, Treasurer, Chief Executive and AHLU team.

All trustees of Art History Link-Up are expected to demonstrate:

- A proven interest in and enthusiasm for art history and visual culture, with good knowledge of the arts, cultural or heritage sectors.
- Being up to the challenge of a start-up environment, combining an entrepreneurial approach with down-to-earth pragmatism.
- Excellent judgment and the ability to contribute to Board discussion and strategy and policy development.
- An ability to think strategically, appropriately contribute their skills and experience, and follow-through on commitments.
- Excellent communication skills and the ability to work collaboratively and supportively as part of a small team.
- A willingness to take part in fundraising activity and to share our story with national networks, existing/potential supporters, partners and influencers.
- A commitment to diversity and equality and improving access to educational opportunities for people from a range of different backgrounds.

Previous experience as a charitable trustee is desirable but not essential.

Application

To apply, please provide:

- i. A CV of no more than two sides of A4; this should provide details of your educational background, employment history, directorships and trusteeships, membership of professional bodies and details of any publications or awards; and
- ii. A supporting covering letter of not more than two sides of A4, setting out how you meet the criteria – please make sure you refer to the trustee responsibilities and person specification above.

To talk to further to someone about trustee roles, please contact the Chair, Toby Monk, toby@arthistorylinkup.org to arrange a phone call.

Applications should be sent to AHLU Chair, Toby Monk, toby@arthistorylinkup.org as soon as possible. Successful applicants will be invited to an interview with a member(s) of the Board at a mutually convenient time.

Additional Information

Time commitment

Trustees are expected to attend c.6 Board meetings a year in central London (online access to meetings is usually possible). Additional time will be required to study papers and to be available for providing advice and/or approvals by email in between meetings.

Remuneration

Trustee roles are unpaid. Expenses are not usually paid, unless agreed in advance.

Term of Office

A term of three years will be offered in accordance with our governing document. A second and third term can be served, if sought by the trustee and if the candidature is supported by the Chair and a majority of the Board.

Recruitment and Volunteer policy

Our Recruitment and Volunteer policy are available to download from our website at www.arthistorylinkup.org.

Equal opportunities

It is the policy of Art History Link-Up to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability in accordance with the Equality Guidance Act 2010.

Charitable status

The charity Art History Link-Up (charity registration number 1172792) is a Charitable Incorporated Organisation (C.I.O.), registered address The Old Rectory, Wiggonholt, West Sussex RH20 2EL. For more information visit www.arthistorylinkup.org.

We look forward to receiving your application.