



Historic buildings & venues to visit with rare collections, displays, exhibitions and events.

## **Job Description: Independent Chairperson (Voluntary)**

**Position Title:** Independent Chairperson. The HiDDEN Network.

**Location:** Greater Manchester (with potential for remote participation)

**Type:** Voluntary

**Time Commitment:** 1-2 days per month, including bi-monthly planning meetings and ad-hoc responsibilities.

## **About HiDDEN**

HiDDEN is a supportive network celebrating unique and rare heritage, believing that we are stronger together. Our vision is to be recognised as a champion of hidden heritage, increasing the preservation and visibility of rare stories and collections across Greater Manchester. HiDDEN values passion, inclusivity, knowledge sharing, and environmental responsibility.

## **Role Overview**

HiDDEN is seeking a committed and experienced individual to serve as the Independent Chairperson. This voluntary position offers a unique opportunity to lead a dynamic network of small heritage organisations dedicated to revealing and preserving the hidden stories of Greater Manchester. The Independent Chair will provide strategic leadership, governance, and external representation to ensure the sustainability and growth of the HiDDEN network.

## **Key Responsibilities**

## **1. Governance and Oversight**

- Ensure alignment with HiDDEN’s purpose, vision, and values.
- Oversee the adherence to the HiDDEN Code of Conduct.
- Facilitate the annual review of the members’ agreement and the Code of Practice.

## **2. Meeting Facilitation**

- Chair bi-monthly HiDDEN planning meetings, fostering inclusive and balanced discussions.
- Guide decision-making processes to achieve majority consensus in line with network objectives.

## **3. Strategic Leadership**

- Lead the development and refinement of HiDDEN’s strategic initiatives.
- Advocate for the network’s sustainability, identifying opportunities for growth and impact.
- Collaborate closely with Manchester Histories, the identified organisation for project management, to ensure effective implementation of strategies and initiatives.

## **4. External Representation and Advocacy**

- Represent HiDDEN at national and regional conferences, events, and within the heritage sector.
- Act as an ambassador for HiDDEN, promoting its mission and objectives to external stakeholders.
- Build and maintain relationships with key partners and funders.

## **5. Conflict Resolution**

- Mediate disputes within the network, ensuring fair and transparent resolutions.
- Provide impartial guidance and support to members to maintain positive relationships.

## **6. Evaluation and Reporting**

- Report on network activities and outcomes at planning meetings to ensure transparency and accountability.
- Lead the process for reviewing and adjusting network goals and strategies based on the needs of the network

## **7. Support and Mentorship**

- Offer support and mentorship to the project management team at Manchester Histories.
- Provide strategic guidance to member organizations.

## **Person Specification**

- **Experience:**
  - Proven experience in a leadership role, preferably within the heritage, cultural, or nonprofit sectors.
  - Experience in governance, strategic planning, and decision-making processes.
  - Strong understanding of the challenges and opportunities facing small heritage organisations.
- **Skills and Attributes:**
  - Excellent communication and interpersonal skills.
  - Ability to facilitate inclusive discussions and achieve consensus.
  - Strong strategic thinking and problem-solving skills.
  - Ability to act impartially and mediate conflicts.
  - Passion for heritage and a commitment to HiDDEN's values of inclusivity, knowledge sharing, and environmental responsibility.
- **Commitment:**
  - Willingness to commit 1-2 days per month, including participation in bi-monthly planning meetings.
  - Enthusiasm for working with a network of small to medium volunteer-led organizations to achieve shared goals.

## **Application Process**

Interested candidates should submit an online form with a CV [HERE](#).

**Deadline for Applications: 04/11/2024. 5pm**

**Contact Information: Karen Shannon. CEO Manchester Histories.**

[karen@manchesterhistories.co.uk](mailto:karen@manchesterhistories.co.uk)