

DACORUM HERITAGE TRUST LTD

ROLE DESCRIPTION

INFORMATION TECHNOLOGY DIRECTOR

AND TRUSTEE



The Board of Trustees are jointly and individually responsible for the:

- Overall governance and strategic direction of the charity;
- Its financial health;
- The probity of its activities; and,
- Developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees must hold the charity "in trust" for current and future beneficiaries, together with the following formal responsibilities which are indicative but not exhaustive:

- Ensuring that Dacorum Heritage Trust Ltd fulfils its legal responsibilities as laid out in its Articles of Association, as a company limited by guarantee and as a charity registered in England and Wales;
- Ensuring that Dacorum Heritage Trust Ltd pursues its objects as laid down in the Articles of Association and that its assets are used exclusively in pursuit of these objectives;
- Approving the annual returns submitted to the Charity Commission and Company's House;
- Overseeing the development of strategy and approving the strategic direction and policies for Dacorum Heritage Trust Ltd;
- Monitoring the performance of Dacorum Heritage Trust Ltd against agreed key objectives;
- Ensuring that Dacorum Heritage Trust Ltd remains financially viable and that the financial and reputational risks to which it is exposed are appropriately monitored;
- Ensuring that the Risk Register is actively managed and regularly reviewed;
- Agreeing the annual operating budget and monitoring financial performance in-year;
- Ensuring that Dacorum Heritage Trust Ltd is following best practice in both charity governance and business management;
- Promote positive Health and Safety awareness and practices across Dacorum Heritage Trust, ensuring its compliance with all relevant legislation;
- Providing expertise and insight into key issues; and,
- Trustees must act at all times in the best interests of Dacorum Heritage Trust Ltd. They must avoid situations where their personal or other interests conflict with the interests of Dacorum Heritage Trust Ltd and must not profit from their role. In carrying out their role, Trustees have a duty of care to act reasonably and prudently and have a higher duty in areas of their own expertise. As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

In addition to the general responsibilities of a Trustee, the Information Technology (IT) Director has a number of tasks specific to their role.

Purpose of Role

- Assess and meet Dacorum Heritage Trust Ltd's needs through the development of an IT Strategy.
- Oversee the implementation of this IT Strategy and secure the digital future of the Trust.

Key Responsibilities

- Advise on IT operational systems used by the Trust.
- Advise on the digital capability of the Trust and its staff.
- Identify and spearhead opportunities of digital innovation within the Trust.
- Identify and support on technology partnerships for the Trust.

- Promote opportunities for IT training for staff, volunteers, and Trustees.
- Support and advise on the development of the digital accessibility of the Trust for its stakeholders.
- Work with the Collections Manager and Collections Director to identify assets in the Collection that could be monetised through digitalisation.
- Work with the Public Engagement Manager and Public Engagement Director to increase the digital/online potential of the Trust's community offerings.
- Work with the Finance Manager and Finance Director to develop and improve upon the Trust's existing IT operational systems.

Key Attributes

- Experience in the creation and implementation of IT strategies within organisations.
- Experience in transformational IT operations.
- Expertise in operational IT within an organisation.
- Proactive and innovative approach to organisational change.
- Willingness and ability to devote the necessary time and effort to the role.
- Knowledge of heritage and museum IT practices (useful but not essential).

Time Commitment

- The Board meets four times a year;
- Four business planning meetings a year;
- An annual Strategy Day;
- The Annual General Meeting; and
- Any training which is arranged for Trustees together with any significant events.
- Board members are unremunerated but reasonable out-of-pocket expenses incurred fulfilling the duties of this role may be claimed.