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www.ukaht.org
Foreword

Welcome and thank you for your interest in the UK Antarctic Heritage Trust. This information pack is designed to explain the background, role and responsibilities for prospective Trustee Board Members. I hope it will inspire you as you consider this opportunity.

Here at the UK Antarctic Heritage Trust we recognise the value of a diverse, talented and committed Board who can drive forward our ambition to champion the UK’s contribution to the discovery, exploration, ongoing study and protection of Antarctica and we are looking for three new Trustees.

Antarctica is well known as the world’s last true wilderness. The origins of the global effort to both understand and protect this Continent stretch back to Cook’s first circumnavigation in the 1770s. Ever since, humans have been fascinated by the Great White Continent and it has been the setting of some of the greatest challenges of human endurance, survival, science and exploration.

Britain’s Antarctic heritage is a powerful inspiration to the world. The physical evidence of human endeavour in Antarctica is situated in the harshest environment on Earth and requires careful management to preserve it and to ensure the stories are told into the future. Caring for that heritage and ensuring its story is well told is why we the UK Antarctic Heritage Trust exists, and to do that we need a range of expertise from heritage conservation to business, international relations to digital media.

We are seeking individuals who are enthusiastic, ambitious and can help us deliver our mission to ensure the legacy of the pioneers of Antarctic science and exploration is preserved and is enjoyed by future generations.

If you have a passion for the work we do and have the skills and experience to help us realise our ambitions we would very much welcome your application.

Thank you for your interest

Ian Rushby
Chair
The United Kingdom Antarctic Heritage Trust is a charity which exists to advance the preservation, enhancement and promotion of Antarctic heritage to engage, inform and inspire a global audience. We conserve and manage six historic sites and monuments on the Antarctic Peninsula. Port Lockroy is our flagship site receiving around 18,000 tourist visitors each season and is the most visited site in Antarctica. We are the only UK charity which has the responsibility and the expertise in caring for our valuable Antarctic heritage in this unique and challenging environment. Operating at the highest level both in the UK and overseas to international treaty standards, our work is seen by the world and we are recognised for our commitment to high standards of stewardship and safety.

We are active in engaging as wide an audience as possible in British Antarctic history whether that is through our active ‘Friends of Antarctica’ programme or our support of other organisations through our grants programme. We also have a trading subsidiary Antarctic Heritage Ltd, which handles our trading activity – our retail operation in Port Lockroy and an online shop - this currently provides the bulk of our income.

We have a small executive team based in Cambridge, but despite our size we enjoy a high profile with influential supporters and partners. HRH The Princess Royal is our patron, with vice-patrons The Hon. Alexandra Shackleton, Dr Dafila Scott and Sir Ranulph Fiennes. Our Board of Trustees are traditionally drawn from the highest levels of diplomatic, business, Antarctic and heritage communities. We have several significant stakeholders with whom we work closely to deliver our Antarctic operations: The Polar Regions Department of the UK Foreign and Commonwealth Office, the International Association of Antarctica Tour Operators, the British Antarctic Survey, and the New Zealand Antarctic Heritage Trust among them.

Our expectations and our ambitions are high; our strategy ‘Championing Antarctic heritage’ underlines our commitment to engaging a global audience with the stories of human endeavour in Antarctica.
Operation Tabarin was the codename for a secret wartime operation to establish a permanent British presence in the Antarctic, in what was considered British Territory, to be known as the Falkland Island Dependencies. British bases built in strategic locations on the Antarctic Peninsula would allow for monitoring and deterrence of Argentine activity in the same territory. They would also provide meteorological data for Allied shipping in the South Atlantic. Sponsored by the British Colonial Office along with the Admiralty, this was a Naval operation, but the leader, Lt James Marr, picked a group of men who were scientists; men who could occupy themselves with meaningful activity during their long deployments in these remote locations.

The first of these locations was Base A at Port Lockroy, established in 1944, with nine men overwintering. Immediately scientific observations were recorded, continuing until its closure in 1962, the year the British Antarctic Survey was established, by which time nineteen bases and three refuges were operating, but in the years following many would be abandoned and left to the elements.

In 1991 the Protocol on Environmental Protection to the Antarctic Treaty was agreed and in it a stipulation that "Past and present ... abandoned work sites of Antarctic activities shall be cleaned up by the generator ... and the user of such sites." Along with this was the opportunity to designate sites as Historic Sites and Monuments (HSMs), which protects them from damage, removal or destruction. Today there are 92 HSMs, six of which are managed after by the UK Antarctic Heritage Trust.

The UK Antarctic Heritage Trust was set up in 1993, initially working to support the New Zealand Antarctic Heritage Trust in raising funds for the conservation of heroic-era huts in the Ross Sea region of Antarctica. It was born through the vision and energy of founding Chairman John Hamilton, who was inspired by the need to recognise and conserve Britain’s long and distinguished history of exploration and scientific research.

We continue that legacy through the conservation of the huts and artefacts and interpret the sites for visitors. Base A at Port Lockroy, is staffed every Austral summer by a team of four and is run as a museum and visitor attraction, the other sites are unstaffed apart for visiting conservation field parties, who visit on a long-term programme of maintenance.
How we are structured

The UK Antarctic Heritage Trust is a registered charitable company limited by guarantee which also operates a trading subsidiary, Antarctic Heritage Ltd. The historic sites are owned by the British Antarctic Survey and the Natural Environment Research Council and their care is devolved to the UK Antarctic Heritage Trust under a Memorandum of Understanding.

Our Vision

Is to ensure that the legacy of the pioneers of Antarctic science and exploration is preserved in perpetuity to be enjoyed and valued by a global audience.

Our Mission

Is to preserve, enhance and promote British Antarctic heritage to engage, inform and inspire a global audience.

By placing the UK Antarctic Heritage Trust at the heart of the Antarctic heritage community we will be able to deliver and facilitate excellence in conservation and preservation of Antarctic heritage sites and collections and public engagement for the benefit of current and future generations.
Our Values

- Teamwork: We collaborate with stakeholders and partners to achieve our aims.
- Quality: We are ambitious and influential; recognised for our expertise, high standards and professionalism.
- Integrity: We are reliable and conduct ourselves in an open and transparent manner.
- Responsible: We use our resources effectively, responsibly and safely to achieve the best outcomes.
- Inspiring: We are innovative and enthusiastic in our work to engage and inspire.

Our Strategic Aims

1. Preserving and enhancing the unique physical heritage of British human endeavour in Antarctica to the highest standards, in the UK, in Antarctica and beyond
2. Inspiring people to pursue a lifelong engagement with the legacy of the pioneers of British Antarctic science and exploration
3. Securing a sustainable future for our organisation and the work we do.

Our Strategic Objectives

1. Safeguard and preserve British Antarctic heritage
2. Deliver an efficient and safe Antarctic operation
3. Engage and inspire a growing audience of people of all ages with our Antarctic story
4. Secure income from diverse funding sources
5. Be a high performing organisation.
Financial Performance

Our annual income has increased year on year since we were founded in 1993. At the end of the last financial year, 2016-17 we achieved just over £1m income. The following charts give a summary of financial performance for the last full year.

We have achieved steady growth over the last seven years, putting the UK Antarctic Heritage Trust onto a sound financial basis, however, we need to work to maintain that growth.

INCOME AND EXPENDITURE FOR 2010-2017
Role and Skills of UK Antarctic Heritage Trust Trustee

The UK Antarctic Heritage Trust wishes to appoint three Trustees to the Board to lead on the governance and strategy of the charity and the trading subsidiary.

The Role of a Board Member

1. Ensure the delivery of the UK Antarctic Heritage Trust’s charitable aims as set out in the governing document
2. Agree and set strategic direction for the UK Antarctic Heritage Trust
3. Broaden awareness of the UK Antarctic Heritage Trust’s values and priorities and increase visibility across a wider audience
4. Assist and advise on policy and developments for areas within specialist expertise
5. Ensure the financial security of the UK Antarctic Heritage Trust and that it delivers all its activity in compliance with the Charities Commission, Company Law and the Antarctic Treaty
6. Ensure the UK Antarctic Heritage Trust maintains its reputation amongst its stakeholders and patrons.

Following a recent skills audit, we are particularly seeking to add the following areas of expertise to our Board:

- Public engagement including the use of digital media
- Heritage conservation
- Accountancy and financial management
- Fundraising and development

In addition to these areas of experience and knowledge, new Trustees may also bring the following:

- A passion for Antarctica
- A good understanding and acceptance of the legal duties, liabilities and responsibilities of Trustees and clarity on the difference between governance functions and management functions. Previous Board experience is desirable, but not essential
- Experience of high-level strategy development and effective implementation
- An understanding of the context in which the UK Antarctic Heritage Trust works (and a willingness to learn more) with an interest in Antarctic affairs
- The management of risk, particularly around complex overseas operations
- Legal knowledge (charity, company, employment or health and safety)
- International relations including diplomacy at government level
- Marketing and public relations skills
- A commitment to the UK Antarctic Heritage Trust’s vision, mission and values and a way of working which demonstrates this and an enthusiasm to share it with others.
Term of Office

Trustees may service up to three terms of four years each.

Time Commitment

Board members will undergo an induction process as part of their appointment to the Board which will include a visit to Cambridge.

There are four full Board meetings per year – January, April, July and October. Three are held in London and one in Cambridge and are usually scheduled to be held late in the afternoon. Papers are issued in advance and will need to be read before the meeting.

In addition, some Board members may join committees such as the Finance Committee which will require their attendance at additional meetings.

Also, Trustees may bring their expertise to work on specific tasks or projects with other Board members or the Executive team as required.

Remuneration

This is a voluntary appointment.

Eligibility

- You must be over 16 years of age
- You have not been disqualified under the Charities Act for:
  - having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
  - being bankrupt or entering into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
  - having been removed as a company director or charity trustee because of wrongdoing

Equal Opportunity

We are keen to promote strong principles of equality and diversity and welcome applications from people of all backgrounds.
Application and Selection Process

If you think you have the skills and expertise we are seeking, then we would like to hear from you.

Please send your current CV and an accompanying letter (maximum 2 sides A4) with the names and contact details of two referees to jobs@ukaht.org by 5.00pm on Wednesday 18 October 2017.

Shortlisted candidates will be invited to attend an interview with the Nominations Committee and the final selection invited to meet the full Board as a group before the final three are then offered a position on the Board.

The first Board meeting for the new Trustees will be held on the 23 January 2018.

Timetable

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<td>18 October 2017</td>
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<td>Trustee Interviews</td>
<td>w/c 6 November 2017</td>
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<td>Shortlisted candidates meet the wider Board</td>
<td>1 December 2017</td>
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<tr>
<td>Due diligence and appointments made</td>
<td>December 2017</td>
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<tr>
<td>New Trustees inaugurated at Board meeting</td>
<td>23 January 2018</td>
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Enquiries

If you would like an informal conversation about the role then please contact our Chief Executive, Camilla Nichol, camilla@ukaht.org who will be pleased to assist.