



Chelsea Heritage Quarter

Trustees – role description 2025

Job purpose

Chelsea Heritage Quarter (CHQ) was launched in July 2024 to explore 350 years of history inspired by the rich heritage of three remarkable Chelsea institutions. We do this through a year-round programme of events, walking tours, installations and family activities. Our flagship event is the Chelsea History Festival, which attracts over 10,000 people in September each year.

Our partners are:

Chelsea Physic Garden, founded in 1673 by the Worshipful Society of Apothecaries for its apprentices to study medicinal plants and their uses. For over 350 years, its mission has been to demonstrate the medicinal, economic, cultural and environmental importance of plants for humankind.

The **National Army Museum**, the national home of our Army's history and heritage. Through its galleries and collection of objects, artworks and archives, the Museum tells the stories of soldiers from across Britain and around the world, from 1660 to the present day.

The **Royal Hospital Chelsea**, Sir Christopher Wren's glorious building, which since 1692 has been home to the world-famous Chelsea Pensioners, scarlet-coated veterans of the British Army. The Soane Stable Yard, a café, exhibitions space and visitor centre are free and open to the public.

Chelsea Heritage Quarter is supported by **Cadogan**, itself a 300 year-old Chelsea institution.

The Quarter is awaiting confirmation of Charitable Incorporated Organisation status from the Charity Commission. The Quarter's charitable objectives are: to advance the education of the public in history and heritage, and its importance and relationship with people, by enhancing collaboration between the cultural institutions in and around Royal Hospital Road and Chelsea and through the provision of combined learning and appreciation activities and events made possible by collaboration; and to promote and facilitate the effective use of resources across the Chelsea Heritage Quarter.

As a Trustee of CHQ you will work with fellow Trustees to form an effective, accountable governing body for CHQ, ensuring that it adheres to its charitable objectives.

Main responsibilities

1. Governance – in collaboration with the other Trustees:

- To ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice
- To take part in formulating and regularly reviewing the strategic aims and objectives of CHQ, working with the Director and relevant senior staff from the partner organisations
- To ensure the financial stability of CHQ and the proper investment of funds in accordance with CHQ's stated aims and objectives and relevant legislation
- To act in the best interests of CHQ at all times including full compliance with CHQ's policies on the disclosure and management of actual and potential conflicts of interest
- To attend Board meetings and the AGM
- To appoint the CHQ Director.

2. Specific contribution

- We are seeking a Trustee with senior level (Board/Executive Team) experience of programming, and broad contacts in, the culture/heritage/GLAM sector. The Trustee will use these skills, knowledge and experience to help the Board of Trustees and the Director to reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising specialist expertise and experience)
- To assist the organisation in fundraising activities
- There is an opportunity for the appointed Trustee to be elected to Chair the CHQ Board.

3. Ensuring best practice

Each Trustee undertakes on their appointment:

- To be an active member of the Trustee body in exercising its responsibilities and functions
- To work effectively with the Director and senior CHQ managerial staff who are drawn from the partner institutions
- To take part in any induction and ongoing training sessions provided for the benefit of Trustees
- To fulfil such other duties and assignments as may be required from time to time by the Trustee body

4. Promotion of the Chelsea Heritage Quarter

- To serve in conjunction with fellow Trustees, the Director and senior staff as the public face of CHQ when required
- To promote the organisation to a wider audience of potential donors and beneficiaries

Commitment and terms

Trustee appointments are for an initial term of three years.

Trustees are expected to attend the AGM and the four Board meetings per annum in person. Meetings are held at the partner institutions in the Royal Hospital Road, Chelsea SW3.

In addition a Trustee may be required to make themselves available to senior management to provide specific advice or guidance in their area of expertise on a reasonable basis as and when required.

The role is voluntary but reasonable expenses can be claimed.

July 2025