



## **Saltaire Collection**

**Past, Present and Future**

**Role title:** Strategic Finance Trustee- Treasurer

**Organisation:** Saltaire World Heritage Education Association/Saltaire Collection

**Location:** Exhibition Building, Shipley College, Shipley, West Yorkshire BD18 3LQ

**Job Type:** Finance and Funding Development Trustee

**Closing date:** April 1<sup>st</sup>, 2025

The Saltaire Collection was initiated by the people of Saltaire to tell the unique story of this World Heritage Site, located in the Bradford District, West Yorkshire. It has a wealth of information for researchers, schools, visitors and adult learners. The period covered is from Titus Salt's era in Bradford from 1820, the origins of Saltaire in the 1850's, to the lives of residents, workers and businesses to the present day. The Collection covers all aspects of work and living in the village, its surrounding area, the histories of its buildings and its international connections. It attracts National and International Interest and is managed by The Saltaire World Heritage Education Association's board of trustees (Charity Reg. no. 1158756). The charity is working towards Museum Accreditation – planning to move into a new building by 2026, Please check out our website <https://www.saltairecollection.org>

### **About the Role:**

The Saltaire Collection is managed by an experienced board of trustees and advisors who give their time voluntarily. Currently the board trustees have skills in collection management, museum development, business planning, and project management but a vacancy has now arisen for a treasurer to join three board officers and support the development of a strategic approach to managing and raising money. Day to day financial administration is provided by our partner, Shipley College. The person appointed to this role will need to be able to offer around a half day each week and be capable of balancing ambition with the limited capacity of voluntary run, small charity.

## Desired Attributes:

- A good understanding of accounting procedures and/or accountancy qualifications
- An understanding of and experience in delivering the mandatory financial reporting requirements required for the Charity Commission on behalf of SWHEA
- Able to work in partnership with a small finance team to provide budget reports, bi-monthly, to the board of governance
- Ability to help identify and establish short and long-term fundraising goals and objectives.
- Prior experience of writing estimated budgets for grant applications and proposals
- Ability to monitor income generation within the charity's activities, now and in the future.
- Ability to work in a team and in collaboration with our volunteers and partners.
- Willingness to represent the Association at external events and networking opportunities to raise the profile of the charity.
- Able to participate in bi-monthly board meetings

## Who are we looking for?

Someone interested in heritage, with experience in business or the not-for-profit sector in financial management. Knowledge of developing a strategic approach to the development and management of funding streams, relevant to the work of the charity would be beneficial.

## The Reward

By playing a pivotal role in ensuring that an important historical collection providing interpretation of one of only two World Heritage sites in Yorkshire, achieves financial resilience and sustainability, over the next 2 – 3 years.