



# TRUSTEE

Candidate Pack  
January 2023

**HIGHGATE  
CEMETERY.**

THE FAMILY CATACOMBS  
P. W. TALBOT,  
OF 46, HAVERSTOCK HILL

## FROM THE CHAIR

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Thank you for your interest in becoming a Trustee of the Friends of Highgate Cemetery Trust (FOHCT).

The Trust is the charity which runs Highgate Cemetery. Its board of volunteer trustees is responsible for vision and strategy, making sure that the charity is doing what it was set up to do. This year we have four vacancies.

Highgate Cemetery was opened in 1839 as a private profit-making business. When its owners abandoned it, about fifty years ago, it started to fall into ruin. It was saved by the actions of a group of local people who formed the FOHCT. Today the Cemetery has been transformed with its most important monuments rescued and its key pathways cleared and we welcome over 75,000 visitors a year from all over the world. We have launched a conservation project to make it fit for the demands of the 21st century, including climate change.

There is much more to do in the Cemetery. Decay does not stand still. Self-seeded trees have taken root all over, damaging graves and other structures. Climate change brings new challenges. Visitors expect enhanced facilities.

We are therefore starting to move forward with a number of exciting initiatives. We have appointed landscape architects to work with us to produce a step-by-step plan to design and manage the Cemetery over the next 25 years. Alongside them we have appointed architects to work on also necessary structures to meet the expectations of staff and visitors.

We are running out of space for new burials. The income from sale of grave plots is vital to support our work. We therefore have recently obtained an Act of Parliament which will allow us to reclaim old and abandoned graves for re-use.

Managing this is a complex task and we are particularly interested in recruiting trustees who have experience or helpful skills in delivering large projects. This includes fundraising.

We will have plenty to consider and some big decisions to make. We look forward to the contribution you might make.

A handwritten signature in black ink that reads "Martin Adeney". The signature is written in a cursive style and is positioned above a diagonal line that extends from the bottom right of the signature towards the bottom right of the page.

MARTIN ADENEY

Chair

Friends of Highgate Cemetery Trust



## ABOUT US

Highgate Cemetery is not just the best of London's Victorian cemeteries, but is arguably one of the finest in the whole country. While the international importance of its picturesque layout has been recognised with its designation as a Grade I registered landscape, there is no official designation that can capture its importance as the final resting place of generations of Londoners and others, famous or otherwise.

Highgate Cemetery opened over 180 years ago in 1839 as a profit-making venture for a private company. But the original owners, the London Cemetery Company, finally collapsed in the 1970s in a financial scandal having devoted progressively less of their diminishing resources to the upkeep of the Cemetery. In 1975 the Friends of Highgate Cemetery Trust, a charity, was formed by local people who were concerned for the future of the Cemetery. Today we try to maintain the precarious balance of the appearance of romantic decay with the needs of conservation. We want this special place to be available to future generations to appreciate and value as we do.

## FRIENDS OF HIGHGATE CEMETERY TRUST

We are here:

- 'to promote the public benefit in relation to Highgate Cemetery by any means appropriate and likely to preserve it as a place of historic and other interest and beauty'
- 'to permit the Cemetery to be used as a public burial ground'
- 'to secure the repair, restoration and preservation of the Cemetery, its monuments and buildings and other artefacts and their setting for the public benefit'

ENCHANTING • RESPECTFUL • NURTURING • VISIONARY

## THE TRUSTEE ROLE

**The role of a trustee is varied, interesting and can be hugely rewarding.** We are looking for potential trustees who share our passion and commitment and who have the knowledge and experience to support the work of Friends of Highgate Cemetery Trust. The role is voluntary but reasonable expenses can be paid.

### **Accountable to**

Members, Companies House, Charity Commission, funders and other regulators

### **Purpose**

Trustees do not manage the Cemetery on a day-to-day basis but have ultimate responsibility for the organisation, including finance, organisational strategy and staff

### **A Trustee is expected to**

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable.

### **Key responsibilities are**

- Complying with the charity's governing document and all other legal, financial and regulatory requirements
- Ensuring that the charity has a clear vision, mission and strategic direction and is focused in achieving these
- Being responsible for the performance of the charity and for its corporate behaviour
- Ensuring that the charity's governance is of the highest possible standard
- Accepting ultimate responsibility for directing the affairs of the charity, ensuring it is solvent, well-run, and delivering charitable outcomes in accordance with its objects
- Recruitment of the Chief Executive; monitoring and supporting his/her work, along with the wider senior staff team, in the day to day running of the organisation
- Acting with integrity, and avoiding any personal conflicts of interest or misuse of FOHCT funds or assets
- Exercising expert judgment and scrutiny for the charity; preparing for and contributing fully to board and sub-committee meetings.

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### **Duty of care**

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties
- Participate in relevant training to ensure their skills and knowledge of regulatory matters are up to date.

### **Other duties**

In addition to the above statutory duties, each trustee is expected to use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on initiatives
- Other issues in which the trustee has special expertise.

### **Length of term**

Trustees are elected for a 3 year term and may stand for election for a further 3 year term.

### **Time commitment**

- 6 Board meetings a year in Highgate, North London, in the evening, normally lasting up to 2 hours
- Trustees will normally belong to one or more committees which normally meet 6 times a year
- Preparing for meetings by reading the papers issued in advance. Because of the conservation projects, there is likely to be a substantial number of pages to read for most Board meetings.
- Attendance at Board induction and some training and/or special interest sessions.

### **Other requirements**

- Eligibility criteria can be found on the Charity Commission website (<https://www.gov.uk/guidance/charity-trustee-whats-involved>).
- Sign a declaration of eligibility to act as a trustee
- Sign a register of interests upon appointment, to declare any potential conflicts or interests
- Sign a trustee code of conduct
- Become a member of the Friends of Highgate Cemetery Trust

## WHAT ARE WE LOOKING FOR?

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**This year we are particularly seeking candidates** with skills and experience in finance and in the oversight of large projects as well as fundraising.

We value diversity of perspectives and therefore would also welcome applications from individuals possessing other knowledge and experience (including experience of living or working in the local community) who can show commitment to and interest in the objectives of the FOHCT.

We welcome applications from all suitable candidates regardless of gender, ethnicity, disability, sexual orientation, socio-economic backgrounds or beliefs., The only age limitation is that you must be over 18.

You don't have to have previous board experience; you'll be valued for the skills, insight and knowledge you bring. You will almost certainly acquire new skills and knowledge along the way. We will also pay for you to attend relevant training courses.

### **Essential skills**

- Commitment to and interest in the objectives of the organisation
- Strategic perspective and vision
- Willingness to devote the necessary time and effort
- Willingness to learn
- Sound, independent judgment and ability to think creatively
- Drive and commitment and the ability to demonstrate this to others
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (see links on the next page)
- Ability to work positively and collaboratively as a team member
- Good communicator
- Willingness to be an ambassador for FOHCT.

### **Desired competencies and qualities**

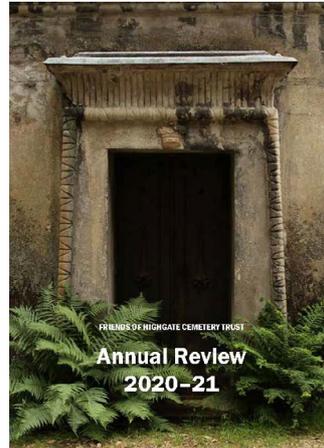
- Innovative thinker with ability to focus on issues requiring action
- Dynamic, enthusiastic and energetic.

## CLICK TO FIND OUT MORE ABOUT US

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[A recent newsletter](#)



[Annual reports and accounts](#)

[Our website](#)

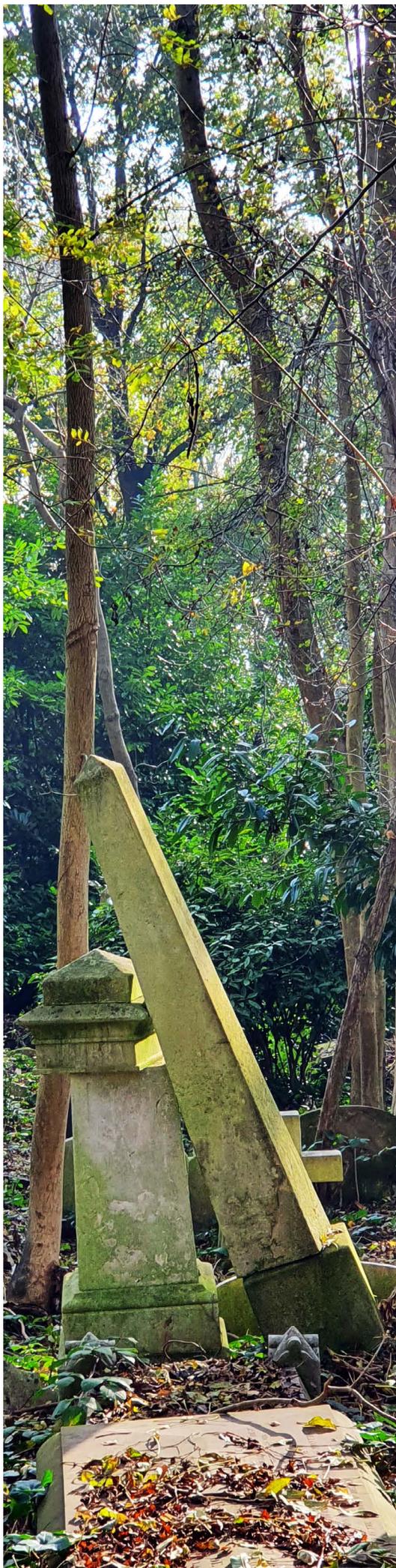
## OR ABOUT BEING A TRUSTEE

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[Charity Commission](#)  
*The essential trustee*

[Seven principles of public life](#)

[Legal duties of trustees](#)



## TO APPLY

You do not need to be a member of FOHCT to apply, but you will have to join before your name is put forward for election.

Please click here to upload your CV with a covering statement no longer than two pages, or upload via our website at: <https://highgatecemetery.org/about/trustee> by **5pm on Thursday 9 March 2023.**

Your statement should cover your reasons for applying, your strengths, experiences and priorities together with any other issues you see as significant.

### Interviews

All applications will be reviewed by our Nominations Committee. Shortlisted candidates will be invited for interview **between 13 and 17 March 2023.**

### Election

The Nominations Committee puts forward names of recommended candidates to the Board of Trustees. If the Board accepts the recommendation, then your name will be put to members as a recommended candidate for election at our AGM in **May 2023.**

## INFORMATION WORKSHOP

If you would like to chat informally about the role, or ask any questions before putting in an application, our governance trustee, Stuart Orr, will be holding a workshop at the Cemetery on **Sunday 29 January at 11am.**

If you would like to attend (or have any questions in advance), please just click here or visit <https://highgatecemetery.org/about/trustee>

### Friends of Highgate Cemetery Trust

Highgate Cemetery, Swain's Lane London N6 6PJ  
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**HIGHGATE  
CEMETERY.**