



FAUK IS RECRUITING!

Film Archives UK is recruiting new trustees to join its team and help support the work of the public access film archive sector.

Play a part in shaping our future...have your say...raise your profile...develop and share skills.

What does FAUK do?

FAUK is a network that uniquely supports the specialist area of public access audio-visual archives. We bring together archives, their staff and individuals who are interested in and committed to the work and development of the UK's public sector film archives.

Members include regional and national film archives, associate organisations and individuals across the UK.

FAUK was incorporated as a company with charitable objects in 2011.

Roles we are seeking

We are seeking to appoint three trustees with a diverse range of skills and experience to complement the experience of our current trustees in the following areas:

- Treasurer – Manage all aspects of the budget in conjunction with the Chair - Prepare and present budget reports for the AGM and executive - Monitor income and expenditure, process payments.
- Equality, Diversity & Inclusion – Play a leadership role on issues related to equality, diversity, and inclusion; Help develop EDI policy and related activity; Promote and implement EDI initiatives.
- Training – Work with members to identify training needs - Organise, run, promote and secure speakers for training events - Work with trustees to gain financial sponsorship for training activities.

Main responsibilities

Trustees are expected to:

- work with other trustees to set the strategic direction of the network and oversee the effective running of the organisation
- to act as an ambassador for FAUK
- hold a minimum term of office of three years
- to attend one AGM and 2-3 other trustee meetings per year, usually held online
- to commit c.3 hrs/month dealing with aspects of the role, correspondence etc.
- to maintain good communication with other trustees and officers
- to comply with FAUK's governing document, company law and any other relevant legislation.

Trustees may join member meetings, usually held quarterly online and in-person.

Roles are voluntary and unpaid.

Core competencies

- Able to think creatively, make an individual contribution and work effectively in a team to take decisions for the good of FAUK.
- Demonstrates an interest in, understanding of and commitment to the work of FAUK.
- Willing to commit to the minimum time requirement and to engage effectively in trustee meetings and discussions.
- Excellent communication skills.
- Integrity, vision and good independent judgement.

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Desirable skills and knowledge

Depending on the role you are applying for:

- Budget management, financial reporting.
- Experience of EDI in any sector.
- Event organisation and experience in developing and/or delivering training, particularly in the film archive sector.
- Fundraising and applying for grants.
- Clear commitment to equality, diversity and inclusion.
- Experience of governance procedures.
- No prior experience as a trustee is required.

Benefits of being a trustee

- Developing your skills – in budget management; planning and implementing EDI initiatives; event management, training, budget planning and liaising with speakers;
- Having a say and influencing FAUK's work.
- Raising your profile through the work you do to help FAUK and by liaising with stakeholders and members at all levels.
- Adding rewarding experiences to enhance your CV and continuing professional development.
- Increasing your understanding of film archival issues nationally and being involved in setting strategy.
- Taking part in planning, meetings, projects and delivery.
- Joining in and getting to know like-minded people.
- Helping to take the organisation forward with its work on behalf of its members, by acting as an advocate for the sector and supporting accessibility to all.

Appointment process

Applicants are asked to send an up-to-date CV and supporting statement explaining which role/s you are applying for and why you would be suitable to Jane Jarvis, FAUK's Administrator, by the deadline of **Friday 22nd December 2023**. Please highlight any potential conflicts of interest.

Short-listed candidates will be invited to discuss their suitability for the role with the current trustees in early January 2024.

Contact information

To apply or for queries about the role, please contact Jane Jarvis at administrator@filmarchives.org.uk.

To find out more about FAUK, visit www.filmarchives.org.uk.