



JANE
AUSTEN'S
HOUSE

Trustee Recruitment Pack





Welcome

Welcome to Jane Austen's House...

Jane Austen's House, the final home of the globally famous author and the birthplace of her beloved novels, is recruiting for new members to join its Board of Trustees.

The Jane Austen's House Museum Charitable Incorporated Organisation was established in 2014 as the successor to the Jane Austen Memorial Trust founded in 1949 and is responsible for the house in Chawton, Hampshire where Jane Austen lived between 1809 and her death in 1817.

The Board of Trustees who have steered the organisation through the last six years of development and change are now planning for trustee succession, and the charity is looking for an exceptional new group of individuals with the experience, credibility and dedication to lead Jane Austen's House into the future. We are recruiting now for a staggered programme of succession over the next 12 months.



Our History and purpose

Jane Austen's House is among the most important literary sites in the world, with an unparalleled collection of Austen related artefacts. The Grade 1 listed 16th Century cottage it occupies was the home of Jane Austen for the last eight years of her life. While living here Jane Austen revised her earlier works, *Sense and Sensibility*, *Pride and Prejudice* and *Northanger Abbey* and wrote three new novels, *Mansfield Park*, *Emma* and *Persuasion*.

In the late 1940s Mr T. Edward Carpenter, a London solicitor, read that members of the informal literary society that was to become the Jane Austen Society wanted to establish the house as a public museum and offered to take on the project. Mr Carpenter purchased the house in memory of his son, who had been killed in action in World War Two, and established a charity to own and run the museum. Jane Austen's House opened to the public in 1949 and began collecting furnishings and items for display.



Our History and purpose

Jane Austen's House Museum celebrated its 70th birthday in 2019, and regularly welcomes 40,000 visitors a year from across the globe. Along with all other cultural organisation, 2020 has been an exceptional year. Jane Austen's House has successfully opened to pre-booked visitors following the two periods of lockdown. Meanwhile, a survival appeal raised over £100,000 from UK residents and supporters around the world and the Museum has also attracted recovery grants from the Art Fund and the Heritage Emergency Fund managed by the National Lottery Heritage Fund.

Jane Austen's House Museum is fully Accredited under the Arts Council England scheme and operates according to the UK Museums Association's Code of Ethics. It is a member of various sector groups including the Association of Independent Museums (AIM), Tourism South East and the Association of Cultural Enterprises.



Our Mission and Values

Our Vision is to cherish and share Jane Austen's home, work and legacy as an inspiration to the world.

Our Mission is to treasure, develop and promote the unique Jane Austen house, collection and setting; run an inspiring participation programme and develop readership for Jane's work.

Our Values are to remain ***authentic, inclusive and inspiring***. These are applied to our work in the following ways:

- Authenticity – in how we present Jane Austen's home and legacy; in how our staff engage with visitors.
- Inclusivity – we are for everyone whatever their level of understanding of Austen; we welcome everyone to the Museum building; we do not aim to engage only Austen enthusiasts.
- Inspiration – we use the life and work of Austen as the springboard for inspiring experiences, facilitating these through the knowledge and welcome of our staff and volunteers; through our learning programmes, events and outreach activities.

Our strategic objectives

Our Charitable Objectives

“The advancement of education and in particular the study of English Literature, especially the life and works of Jane Austen. Activities in furtherance of this will include the maintenance of a museum for the public benefit in the house at Chawton, Hampshire that was Jane Austen’s home for the last eight years of her life”.

JAH strategic Objectives for 2020-2022

- Achieve financial stability and security
- Create experiences to cherish, share and inspire
- Act as careful custodians of Jane Austen’s home and our collections
- Actively promote the reading and enjoyment of Jane Austen’s work, and the role of JAH in her creative and personal life
- Build a flexible and resilient team with the skills and resources to take the museum forward



Our Trustees

Trustees at Jane Austen's House:

- Shape, develop and promote the strategic activity and objectives of Jane Austen's House, working alongside staff and other trustees
- Bring their experience and expertise to act as a 'critical friend' to the staff of the museum, in particular the Director
- Act as ambassadors for Jane Austen's House, including attracting funds towards projects and running costs
- Plan and agree the budget and financial policies for Jane Austen's House
- Attend at least four out of six trustees meeting a year
- Serve for a term of three years, which may be extended to another three by agreement with Chair.



Person Specification

The CIO is looking for individuals with skills and experience at senior management level in:

- Museums and heritage management
- Fundraising and development
- Heritage and buildings conservation
- Commercial/retail operations
- Creative writing/Publishing
- Marketing and communications (esp. digital)
- Charity sector strategic development
- Literature/Arts/Cultural management and communication
- Financial/accountancy
- Jane Austen/English Literature studies



Person Specification

The CIO is looking for individuals with the following knowledge, understanding and attributes:

- A love and enjoyment of English Literature and specifically an interest in the life and works of Jane Austen
- Knowledge of how charitable trusts operate
- Understanding of the museum sector
- A strategic thinker, able to see long term
- An excellent listener and communicator
- Ambitious for the future of Jane Austen's House
- Able to commit to attending meetings, including working parties and occasional events at Jane Austen's House or online.

Our Recruitment Process



To express an interest in joining the Board of Trustees at Jane Austen's House and to be considered for the role, please submit the following:

- A detailed and up to date CV
- A supporting statement that addresses all criteria in the person specification and outlines your motives for applying

Completed expressions of interest should be emailed to office@janeaustens.house

Closing Date: Tuesday 31st August 2021

Interview Dates: Week Commencing Monday 7th September

Our recruitment process will be staggered, allowing new trustees a period of handover from their predecessor and to ensure continuity of knowledge and support. This means that successful new trustees might not start immediately following recruitment.



Our Recruitment Process

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion then please contact office@janeaustens.house and mark for the attention of Isabel Hughes, Chair of Trustees.

Jane Austen's House is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We are committed to building a diverse and inclusive workforce including within the trustee body. We particularly welcome applications from people with disabilities and Black, Asian and Minority Ethnic (BAME) candidates.

The position of Trustee is unremunerated, but reasonable expenses will be reimbursed.

We look forward to receiving your application.