



Trustee Recruitment Pack

The background of the image features a yellow wallpaper with a repeating floral pattern of white leaves and small flowers. In the lower-left corner, there is a white decorative molding or cornice with a carved floral design.

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 a Marketing and Communications Trustee to join its vibrant and experienced board.

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.

Jane Austen's House is one of 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 she revised her earlier works, *Sense and Sensibility*, *Pride and Prejudice* and *Northanger Abbey* and wrote three new novels, *Mansfield Park*, *Emma* and *Persuasion*.

The background of the slide features a repeating pattern of yellow flowers and green leaves on a light cream-colored wallpaper. In the lower-left corner, there is a white, ornate decorative molding or piece of furniture, possibly a fireplace mantel, with a central oval medallion and a draped garland design.

Our History and purpose

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.

JAH is a thriving and resilient museum, now in its 76th year of welcoming visitors to this special place. 2025 is also the 250th anniversary of Jane Austen's birth, and a full year of celebrations and commemorations are well under way.

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

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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

- 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
- Meet at least four times a year
- Serve for a term of three years, which may be extended to another three by agreement with Chair.



Person Specification

All trustees of the Jane Austen's House CIO should have the following 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.



Person Specification

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

- Branding and brand development
- Marketing strategy & business development
- Marketing and communications
- Public relations
- Digital marketing
- Social media
- Campaigning and advocacy
- Digital strategy and leadership

The background of the slide features a close-up of a room's interior. On the left, the back of a dark-stained wooden chair is visible, showing ornate carvings and a curved top rail. The wall behind the chair is covered in a light-colored wallpaper with a repeating pattern of stylized blue and white leaves or ferns. The overall lighting is soft and even.

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



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 Louisa Price, 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 those who are underrepresented on trustee boards.

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

We look forward to receiving your application.