



SOCIETY OF  
ANTIQUARIES  
OF LONDON



Appointment of  
**General Secretary &  
Chief Executive Officer**

Saxton Bampfylde

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# A Letter from the President, Professor Martin Millett

The is one of Europe's oldest learned societies. Founded in 1707, it has formed the focus for those interested in the material past for over three centuries. Today it comprises a Fellowship of about 3000, elected in recognition of their knowledge and expertise. During its 300 or so years of history, it has been at the forefront of debate and discussion about heritage. Its interests cover a wide range across the subjects of archaeology, history, architecture and art history, bringing together those with knowledge and expertise in an extraordinary range of topics. During its existence it has also accumulated a very large and significant collection of artefacts, manuscripts, archives, and pictures, as well as creating an outstanding research library. Many of these collections, housed in our premises in Burlington House, were gathered before the foundation of our national museums and galleries and are fundamental to the understanding of our history. In addition, the Society owns Kelmscott Manor in Oxfordshire, country home to William Morris, which houses an exceptional collection relating to the Arts and Crafts Movement which is open to the public.

The Society promotes its charitable objectives by organising lectures, meetings, and conferences, publishing a journal and books, running an academic library and curating its collections, and seeking to communicate the subject to a wide public. Over the past few years, it has increasingly focused on engaging and educating a wider public by opening up its collections through exhibitions, by increasing online access, and through

developing Kelmscott Manor as a visitor attraction and educational centre. In pursuit of these aims the society has also recently introduced an Affiliate Membership scheme which is open to those with a more general interest in the material past. Widening knowledge and participation in its areas of interest is thus at the core of our recently adopted strategy.

At present, the Society (together with the other learned societies who also occupy Burlington House) is facing major decisions about its future. We hold a lease on our London premises, but we are in dispute with our landlord, the government, over the terms of our tenancy which is increasingly unaffordable. In pursuit of this, we are currently engaged in a negotiation about the purchase of a long lease. Whatever the outcome of this, with the Society remaining in Burlington House or having to find premises elsewhere, the Society faces a challenge to raise significant funds to purchase and refurbish our present building to make it more accessible and to enable us to develop our public facing activities, or to move elsewhere.

It is against this background that we are seeking to recruit a new General Secretary. The job is an exciting and challenging one, leading a key organisation with a long history through an important period of change. The new General Secretary will have the opportunity to work with an excellent dedicated staff and elected officers to implement a shared vision for the Society of Antiquaries in its fourth century of existence.

**Front cover:**

**Mary I (1516-1558)**

*This is the first major portrait of Mary (1516–58; reigned 1553–58) after her coronation on 1 October 1553 and was probably painted by Hans Eworth around the time of her thirty-eighth birthday (18 February 1554). Mary, the daughter of Henry VIII and Catherine of Aragon, succeeded to the throne on the death of Edward VI. The portrait presents her as a woman who has, through a sad and lonely youth, honed an iron determination and a sense of destiny. It pre-dates the very different image of the Queen devised by the Netherlandish artist Anthonis Mor. Mary stands in the pose established by Holbein for demure women. Behind her is a red velvet Cloth of Estate. The jewels she wears all carried special historic interest: the Tau or 'headless' Cross, set with five diamonds and a pearl pendant, was her mother's; the table diamond with a pearl pendant was given to her by Philip II of Spain who she married in July 1554; the pendant hanging from her waist is symbolic of her Catholic faith.*

# Introduction

## The Society of Antiquaries is seeking a new General Secretary & Chief Executive.

### History

Founded in 1707, the Society of Antiquaries of London is charged by its Royal Charter of 1751 with 'the encouragement, advancement and furtherance of the study and knowledge of the antiquities and history of this and other countries'.

The Society is the senior national Learned Society in Britain concerned with the study and public understanding of the past. It comprises an elected college of some 3000 Fellows, drawn from scholars and practitioners working in the fields of archaeology, architectural and art history, museology, conservation, and cultural resource management, together with ecclesiastical, documentary, and heraldic studies – the common theme being the study and communication of the material past. The Fellowship is largely drawn from Britain and Ireland but also includes wider international representation.

Through its grants, publications, and programme of events the Society plays a significant role in encouraging and nurturing scholarship nationally and internationally. As an independent leading non-governmental organisation in its sector, the Society is uniquely placed to encourage and facilitate public debate on the management, conservation, presentation, and wider understanding of cultural heritage.

The governing body of the Society is its Council, which consists of 13 Trustees elected by Fellows, including the President, Treasurer, Director, and Secretary, who act as Honorary Officers. It meets to set the broad strategy and business planning of the Society, approve grant-making, investment of

reserves and risk-management policies and also monitor performance in all areas of activity. Council is advised by standing committees made up of expert Fellows and external advisers, which oversee the delivery of the Society's strategic objectives.

The Society is a registered charity and has an annual turnover of around £2.5m. It receives no direct support from Government funding. The income to support the Society's charitable purposes comes mainly from subscriptions paid by Fellows, from gifts, grants, and legacies, from room lettings at Burlington House, the Society's London home, from its trading subsidiary (Lucerna Ltd) at Kelmscott Manor and from investment returns.

The premises at Burlington House are home to one of the UK's leading research libraries for the study of the material past and to important collections of antiquities, archives, manuscripts, and paintings, as well as housing meeting rooms and the administrative offices of the Society. The Society also owns Kelmscott Manor in Oxfordshire, the former country home of William Morris, Fellow, pioneer conservationist and leader of the English Arts and Crafts Movement, which is open to the public as a heritage attraction and educational resource. Kelmscott also houses a unique museum collection related to the Morris family, the Arts and Crafts Movement and the pre-Morris occupancy of the Manor. The Society has Accredited Museum status for its historic collections at both Burlington House and Kelmscott Manor.

For more information about the Society please see the website: <http://www.sal.org.uk/>

**Medieval processional cross from the Battle of Bosworth**

*This processional cross is thought to have featured in the Battle of Bosworth: the ultimate fight which brought the War of the Roses to conclusion with the defeat of Richard III and the coronation of Henry Tudor as Henry VII. We can infer that this cross was likely to have been abandoned in combat as it was discovered amongst the decaying remains of a battle staff bearing traces of paint and gilding. Most likely, the cross was mounted on a shaft, and carried by Richard's supporters. Left at the site and discovered around 1778, it was presented to the Society in 1881.*



## Our Mission

“The encouragement, advancement and furtherance of the study and knowledge of the antiquities and history of this and other countries.”

*The Society of Antiquaries of London Royal Charter (1751).*

## Our Values

As part of the 2023-2033 strategy development, the Council refreshed and simplified the values set to better reflect what we believe and how we work and behave.

<b>Appreciation</b>	<b>Relevance</b>	<b>Diversity</b>
Appreciation of the material remains of the past created by all peoples in all parts of the world, and a respectful attitude towards different traditions of understanding and valuing the past	Recognition of the relevance of understanding the past to present and future generations, and the importance of protecting and conserving our material heritage as key resources for study and public engagement.	Promotion of diversity of opinion, specialism and background among our Fellowship, Affiliate Membership, audiences and across the sector, regardless of gender, sexuality, race or [dis]ability.
<b>Rigour</b>	<b>Support</b>	<b>Engagement</b>
Commitment to excellence and rigour in research, based on scientific principles, evidence and challenge, so that understanding of human life in its physical and cultural environments will continue to grow.	Support for the wider research and heritage community through partnership and collaboration with other institutions and stakeholders.	Active promotion of debate and wider engagement, study, and enjoyment of the material past, including developing new approaches and appealing to audiences that have traditionally been excluded from this process.

# Our Strategic Objectives

## Nourish our community

Redefine what it means to be part of a learned society in a modern world, ensuring that the Society of Antiquaries is at the centre us and is active and engaged in support of its Fellowship and Affiliate members.

## Stimulate our sector

Ensure our Library and collections are relevant, reviewed regularly and cared for appropriately to inspire the curious and support research.

## Excite the world

Increase our engagement with new audiences as well as Fellows and Affiliates to create a diverse and thriving community excited by the material past.

## Organise to deliver

Create effective structures, collaborative working and clear decision-making processes that helps drive the organisation forward.

The Society is a registered charity (207237) and its Annual Review for 2022-23 and the Statutory Accounts for 2021-22 may be downloaded from our webpage - <https://www.sal.org.uk/about-us/how-we-are-run/>





**Richard III (arched) (1452-1485)**

*This painting of Richard III (1452–85; reigned 1483–5) is probably the earliest surviving version of a lost prototype made in his lifetime. It is the companion to the arch-topped painting of Richard's brother, Edward IV, painted on boards from the same tree. The two portraits were no doubt intended for display as a pair, hence the similarity of their fur-lined cloth-of-gold gowns, delicately drawn hands and sensitively described features. The inscription reads "Richard' Rex tertii" on the bevelled lower edge of the frame, in black gothic painted script. This was reinstated after 2007, after the removal of overpainting, with the aid of UV photography and Thomas Kerrich's drawing of the portrait.*

# The Role

The new General Secretary & Chief Executive will have the experience, vision, drive and resilience to implement and develop the Society's continuing mission to 'encourage, advance and further the study and knowledge of the antiquities and history of this and other countries.' They will provide strategic leadership for the organization working with staff and elected officers.

The General Secretary reports to the President and is responsible to the Trustees of the charity (Council) for all aspects of the Society's operational management, together with the development and implementation of its longer-term strategy. They carry responsibility for the day to day operation of the Society, including leading and managing staff, overseeing budgets, and implementing its Business Plan (see <https://www.sal.org.uk/about-us/>).

The post holder is responsible for 33 staff based at Burlington House and Kelmscott Manor





## Main Duties and Responsibilities

The General Secretary has the following responsibilities, which are discharged in liaison with the President and elected Officers to ensure that the Society meets fully its statutory obligations as a charity, as the owner and leaseholder of historic buildings, collections and assets, and as an employer.

### Strategic Leadership

- Work with the President, Officers, members of Council, Fellows and staff to develop the intellectual vision and strategic objectives of the Society and its agreed programmes; and to deliver the Business Plan as reviewed and agreed by Council;
- Engage the Fellowship, keeping it informed and working with Fellows in support of the Society's charitable objectives;
- Develop and lead the expansion and diversification of the Fellowship and the Affiliate Membership;
- Deliver the Society's commitment to promote equality and diversity;
- Implement the outcomes of the Society's campaign to remain in Burlington House; and
- Ensure that the vision for Kelmscott Manor as a showcase for the Society to explore the past through the eyes of William Morris, Fellow, is successfully implemented.

### Operational Management

- Ensure that the Society, its Council and Committees operate fully and effectively in accordance with the Charter, Statutes, current legislation and the requirements of good governance, and that their decisions are implemented;
- Provide day to day leadership and management of the staff of the Society and ensure that it is structurally and organisationally able to respond to opportunities and to meet challenges;
- Manage the Council's business and the smooth running of the Society's committees, working parties and project boards;
- Within an appropriate framework of human resource management, engage, motivate and enable staff to

deliver key outcomes, planning, managing, monitoring and evaluating their performance;

- Ensure the effective management and maintenance of the buildings, facilities and assets at Burlington House and Kelmscott Manor, including the library, archives, and museum collections;
- Ensure the effective delivery of the Society's publication and research programmes and its involvement in public affairs; and
- Convene and promote the Society's programme of lectures, seminars, and other public events.

### Financial Management & Development

- Oversee day-to-day financial administration, including liaison with the Society's professional advisers;
- Work with the Treasurer and staff on the preparation of budgets and accounts and the effective planning and management of the Society's resources, with the aim of securing the longer term sustainability of the Society;
- Further develop sources of income for the Society, including Fellowship and membership fees, philanthropic donations, room hire and trading revenue, grants and legacies; and
- Negotiate, sign, and oversee contracts and agreements on behalf of the Society, exercising powers delegated by Council.

### External Relations and Communications

- Represent the Society at external meetings and events to build partnerships and relationships with government, public agencies and other cultural heritage bodies; and
- Develop and nurture closer partnership with the Society's international sister organisations.

## Person Specification

- Commitment to the ethos and charitable objectives of the Society;
- Commitment to promoting equality and diversity in every aspect of an organisation's activities;
- Experience at a senior level for management and leadership in the public, academic or charitable sectors;
- An established record of effectively managing change;
- Experience of strategic and business planning and organisational development;
- Knowledge or experience of fundraising and philanthropy;
- Proven project management skills, together with experience of financial planning and management;
- The ability to lead, develop and motivate teams;
- Track record of widening public engagement and understanding;
- Excellent communication, presentation and ambassadorial skills, including media handling;
- Ability to command the respect of the Society's Fellowship and the wider cultural heritage community;
- A record of personal integrity and adherence to high ethical standards; and
- An understanding of charity law and the requirements of good governance.

## Terms of appointment

**Location:** This role will be based at Burlington House and Kelmscott Manor.

**Salary:** It is expected that this role will command a salary range of between £80-£95k and any flexibility will be discussed with candidates.

**Annual leave:** 28 days' paid holiday per year plus public holidays, plus four privilege days.

**Pension:** USS pension more details of which can be found [here](#)

- Employer contribution 21.6% of salary (falling to 21.4% from April 2024)
- Employee contribution 9.8% of salary



### St Thomas Becket Casket

*The illustrations on each panel of the casket narrate the story of St Thomas Becket, Archbishop of Canterbury. Somewhat a figure of controversy, he had been in an ongoing conflict with Henry II after changing his allegiance from the Crown to the Pope and the Church. Allegedly, four knights overheard the King's shouts of frustration about the Archbishop and took them as orders to murder him in Canterbury Cathedral. This dramatic martyrdom was supposedly followed by a series of miracles and Becket was canonised within three years of his death. The reliquary casket was purchased in Naples by the then-British Ambassador Sir William Hamilton FSA, who presented it to the Society in 1801. **The casket at the British Museum and is one of many objects on long term loan to national collections.***



### Lindsey Psalter

*This illuminated book of psalms in Latin from the Old Testament of the Bible with a calendar and various prayers was owned by Robert de Lindsey, the Benedictine Abbot of Peterborough from 1214 to 1222. It is one of the few prayer books from the 13th century that can be connected to a named individual and, therefore, closely dated. The psalter was bequeathed in 1768 by Charles Lyttelton, Bishop of Carlisle and President of the Society from 1765 to 1768, who had acquired it from another Fellow, Smart Lethieullier. The manuscript includes two full-page miniatures of the Crucifixion and Christ in Majesty and one full-page ornamented initial, all attributed to the same artist. These, with other decorated initials, are regarded as prime examples of the early Gothic style in English painting. This psalter is one of the Society's greatest treasures.*

## How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Society of Antiquaries of London on this appointment.

Candidates should apply for this role through our website at:  
[www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code EARAVA1.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on Monday 20th November 2023.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



# SOCIETY OF ANTIQUARIES OF LONDON

## **Dream of the Virgin (c.1365-80)**

*This painting by Simone dei Crocifissi is painted in egg tempera on a rectangular poplar wood panel that is thought to have been adapted from the detached cimasa (the uppermost portion) of a dismantled altarpiece. The altarpiece likely came from one of the numerous religious houses in Bologna whose possessions were seized and dispersed under Napoleon in 1799. The panel would have appeared at the top of a polyptych, with the Society's panel seemingly the only remaining fragment of this polyptych painted by Simone during a productive period in his career, 1365–80, from which several signed and dated paintings have survived. Later alterations to the composition have now been reversed, revealing the original and highly unusual subject of the painting – the Dream of the Virgin. The only other contemporary depiction of this theme that includes comparable iconography is a painting in Ferrara also attributed to Simone. This painting is on long term loan to the National Gallery.*

Saxton Bampfylde