



**Job title:** Historian

**Salary:** £35k per annum pro-rata, FTC 6-9 months

**Hours:** 35 hours/week

**Location:** Hybrid working (3 days in the office/week)

**Report to:** CEO

### **About us**

The Tudor Trust is a grant-making organisation with a long-standing commitment to funding smaller, grassroots organisations. We are winding down our current grant-making strategy and are reevaluating and developing a new strategy centred around racial, social and economic justice.

In tandem with our strategy review, we are undergoing a comprehensive change process, which includes refreshing our Board and rebuilding our staff team.

Tudor is looking to research and understand its past in detail as it makes this significant transformation.

### **About the role**

Ahead of Tudor Trust's 70<sup>th</sup> anniversary in 2025, a moment that coincides with the transitioning of the Board from family to independent trustees, we are looking for a historian of postwar Britain to produce a comprehensive report that celebrates Tudor's impact, marks key milestones of change in the organisation's history, and reflects on the social and political context in which Tudor has developed since 1955.

You will work with Tudor's archives (and begin the process of cataloguing them), conduct oral histories with internal and external stakeholders, and write a comprehensive report that narrates and analyses Tudor's 70-year history.

### **Key Responsibilities**

#### **Research**

- Collate and prepare archive material for sharing and analysis.
- Work through both on-site and off-site documents to gather relevant data.
- Support the Trust to decide how the archive should be handled long term, with GDPR and other considerations in mind.
- Organise time efficiently to balance in-office tasks and off-site visits.
- Conduct oral history interviews and conversations with key audiences.
- Analyse organisation records, including BBGM (CRM manager) and other sources.
- Identify critical moments of change that influenced grant-making decisions and synthesise this information within the context of post-war British social and political history.



### **Project Planning and Management**

- Develop and adhere to a clear, ambitious, and realistic project plan to be approved by the CEO and the Board
- Ensure documentation and project timelines are consistently updated.

### **Collaboration**

- Participate in group meetings with other researchers, support staff and key ex-Tudor employees.
- Develop and maintain positive working relationships with both internal and external contacts.

### **Reporting**

- Write an internal detailed report, up to 50 pages, encapsulating the findings.

### **Confidentiality and Ethics**

- Maintain confidentiality of sensitive information.
- Support and promote JEDI (Justice, Equity, Diversity, and Inclusion) and Tudor's organisational behaviours.

### **Person specification**

#### **Experience & Knowledge**

- PhD in postwar British social history preferable, MA considered.
- Experience in a research position.
- Excellent written and verbal communication
- Interpersonal skills - ability to work collaboratively with colleagues and external partners.
- Experience in project management and the ability to juggle multiple tasks efficiently
- Demonstrable understanding of the role philanthropy has played in shaping civil society or a willingness to learn.

At Tudor Trust, we value and celebrate the differences that make us who we are. We respect the unique differences that each individual brings to the table, whether it's age, cultural heritage, disability and mental health, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background.

Tudor Trust is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we are particularly interested in applications from people from all backgrounds.



## Our behaviours and ways of working

As we co-develop our organisational culture with staff and trustees, we're working towards fostering the following behaviours, which are integral to our work at Tudor.

- **Bravery:** Taking action, despite fear, uncertainty, or potential risk, fostering a culture of trust, innovation and collaboration.
- **Creativity:** Coming up with new and unique ideas or ways of doing things by using your imagination and thinking in different ways.
- **Inquisitive:** Fostering an environment of inquiry through curiosity, embracing new perspectives, engaging in ongoing exploration, and committing to continuous learning.
- **Humility:** Being modest, respectful and open to others' perspectives and feedback fostering an environment of continuous learning.
- **Collaboration:** Work with colleagues, grantees and trustees and actively communicate ideas, offer support, and participate in collective decision-making to achieve shared goals.
- **Integrity:** Demonstrating honesty, fairness and reliability in all professional interactions and decisions creating a foundation of trust and respect.

These behavioural expectations are fundamental to our organisational culture at Tudor and will guide our practices to ensure a positive, inclusive, and collaborative work environment for all staff and stakeholders.