



## General Information for Applicants

### Lampada Limited

Lampada Limited is a wholly owned subsidiary of the Society of Antiquaries. Its purpose is human resources provision and management of human resources functions primarily to the Society of Antiquaries, Kelmscott and Lucerna Limited. If appointed, you would be employed by Lampada Ltd.

### The Society

The Society of Antiquaries of London is Britain's oldest learned society concerned with the study and understanding of the material past. Founded in 1707, our Royal Charter of 1751 sets out our purpose as 'the encouragement, advancement and furtherance of the study and knowledge of the antiquities and history of this and other countries'.

Today the Society is a registered charity with an elected Fellowship of around 3,000 individuals that act together to encourage the study and knowledge of the material past. Drawn from scholars and practitioners around the world working in the fields of archaeology, architectural and art history, museology, conservation and cultural resource management together with ecclesiastical, documentary and heraldic study the Fellowship represents an extraordinary breadth of expertise and scholarship which the Society encourages and fosters for the wider public benefit. Our principal objectives are to foster public understanding of heritage, support research and communicate the results, and to inform public policy on the care of the historic environment and cultural assets. We support these objectives through our historic research Library and Accredited Museum collections at Burlington House (London) and Kelmscott Manor (Oxfordshire), conservation and research grants, publications and public events like exhibitions and lectures. The Society employs 26 staff (equivalent) based at its sites in London and Oxfordshire.

Our head offices at Burlington House are home to our administrative offices, publications and communications services and development office. It is also home to the UK's leading research library for the study of the material past, a museum collection of antiquities and paintings, and a venue for our public events, exhibitions, lectures and seminars.

### Our Activities

The Society meets its charitable objectives by engaging in and supporting conservation, research and dissemination of knowledge derived from the material remains of the past, directly and by fostering the expertise and scholarship of the Fellowship for the wider public benefit. In the future we aim to make the Society more public facing to make the case for the importance of the care and study of the past.

*Conservation*

Both Burlington House and Kelmscott Manor are listed buildings and the Society has Accredited Museum status for its historic collections at both locations. The Society is directly responsible for the care and conservation of these historic assets and also supports conservation by others through grants.

*Research*

The Library and Museum Collection at Burlington House are major research resources. Kelmscott Manor houses a small archive; access is by appointment.

*Dissemination*

The Society disseminates knowledge of the past through its lecture programme and publications, which include a learned journal (The Antiquaries Journal) and numerous monographs.

As an independent leading non-governmental organisation in its sector with direct experience of owning and maintaining historic properties and collections, the Society is uniquely placed to encourage and facilitate public debate on the management, conservation, presentation and wider understanding of the cultural heritage.

More information about the Society and its activities and collections can be found at [www.sal.org.uk](http://www.sal.org.uk).

**Our Governance and Finance**

The governing body of the Society is its Council, which consists of twenty members (trustees) elected by Fellows, including the President, Treasurer, Director and Hon 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 nine standing committees made up of expert Fellows and external advisors, which oversee the delivery of the Society's strategic objectives – Executive, Finance, Development, Research, Publications, Library and Collections, Kelmscott, the Morris Fund (conservation grants) and Croft Lyons (heraldic publications) Committees.

The Society is a registered charity and has an annual turnover of around £1.6m. It receives no direct support from public funds. Instead, the income to support the Society's charitable purposes comes mainly from subscriptions paid by Fellows, from returns from investments accumulated over many decades, from gifts and legacies, from room lettings at Burlington House and from its trading subsidiary (Lucerna Ltd).

The Society's most recent Annual Review and Statutory Report may be viewed at: <https://www.sal.org.uk/about-us/governance/documents/>

**Outline of Terms and Conditions of Service**

All members of staff receive a copy of the Society's Staff Handbook. The information given below is intended as a guideline for applicants.

*Hours of work:* Working hours are 35 per week for full time staff unless otherwise specified.

*Holidays:* The annual leave year is from 1 April to 31 March. Full-time staff receive 28 days plus 8 statutory holidays, plus some discretionary days at Easter and Christmas. Annual leave, statutory holiday and privilege day entitlement are all pro-rated for part-time staff.

*Equal and Diversity:* The Society has an Equality and Diversity Policy.

*Pensions:* Lampada has a pension scheme via NEST, details of which are available from the Head of Finance. Employees are automatically enrolled into NEST on joining and employer contributions are 10% (as of November 2021)

*Probationary Period:* Confirmation of appointment is subject to the successful completion of a probationary period.

*Salary:* All salaries are paid in arrears on the 23<sup>rd</sup> of each month.