



The Wiener
Holocaust Library

CHAIR OF TRUSTEES APPOINTMENT BRIEF

www.wienerholocaustlibrary.org

THANK YOU FOR YOUR INTEREST AND WELCOME



I am incredibly honoured to have had the opportunity of serving as Chair of Trustees for the Wiener Holocaust Library for the past six years and to have had the privilege of working alongside dedicated colleagues both on the Board as well as on our talented and committed team of staff and volunteers.

In that time, the Library has grown in reach, impact and resilience. We now reach over 1 million people a year online, and our powerful collections underpin a vibrant outreach, education and research programme. More than ever before the Library is fulfilling its mission of the serving as an authoritative and comprehensive source of information about the Holocaust and other genocides.

Our rich 90-year history makes us the world's oldest continuously functioning archive documenting Nazi crimes. Today, we have an essential role to play as the generation of Holocaust survivors passes their legacy to us. Libraries have an unrivalled power to inspire, persuade and bring people together. Britain is exceptionally fortunate to have a world-class archive of original evidence on a topic of the greatest possible contemporary significance.

I am proud to have worked closely with our Director, Dr Toby Simpson, to guide the Library through challenging times while delivering our key strategic objectives. During the pandemic, we initiated a Digital Transformation Project that has now revolutionised our capacity to share collections online. The surge of inflation that followed Russia's invasion of Ukraine has created an imperative for the Library to raise additional resources for our work.

We were delighted by the recent award of a major National Lottery Heritage Fund grant to take our digitised collections to new audiences

across the UK. Furthermore, the success of a major fundraising dinner to mark our 90th Anniversary earlier this year not only attests to the progress and resilience of the Library, but also to our standing in the community.

To quote our Patron, Lord Daniel Finkelstein, *'The Wiener Holocaust Library is a wonderful institution, efficient, forward looking, admired, able to do great things with its resources. But it is only these things because in each generation there were people who understood its importance. And now that generation, the one on which the library depends, that generation is us.'*

The Library's work commenced as a warning to those who underestimated Nazi antisemitism and aggression. The scale and brutality of the crimes of the Third Reich were detailed to the British government by the JCIO during the war, and in support of the post-war Nuremberg trials.

Many people still do not realise that the work to preserve this important evidence, build our collections, and make them accessible to all who wish to learn, continues to this day. In the increasingly troubled times we live in, it is vitally important that history does not repeat itself.

We are seeking to appoint a new Chair of Trustees to take over from me when I step down towards the end of this year to lead the development of our forward strategy and extend the support for our work and the legacy it represents, which is as important today as it has ever been.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Anthony Landes'.

Anthony Landes, Chair of Trustees

CONTENTS

Collect, Preserve, Share: Keeping Truth Alive Since 1933.....	4
Vision, Mission & Values.....	5
The Library Today.....	6
Our Reach in 2023: A Year in Numbers.....	8
Why Our Work Matters.....	9
Context for the Appointment.....	10
Board Structure.....	11
Strategy.....	11
Finances.....	12
Role Description.....	13
Role Requirements.....	15
How to Apply.....	16

Pictured: A member of Jewish Ghetto Police ('Ordnungsdienst') standing in front of police building in Łódź Ghetto.

(Mendel Grosman & Lajb Maliniak, Łódź Ghetto photograph collection, Wiener Holocaust Library Collections)



COLLECT PRESERVE SHARE

KEEPING TRUTH ALIVE SINCE 1933

The Wiener Holocaust Library is one of the world's leading and most extensive archives on the Holocaust, the Nazi era and genocide. The Library's unique collection of over one million items includes published and unpublished works, press cuttings, photographs and eyewitness testimony.

This year we celebrate our 90th birthday.

The Library has its origins in the work of Dr Alfred Wiener, who campaigned against Nazism during the 1920s and 30s and gathered evidence about antisemitism and the persecution of Jews in Germany.

Dr Wiener and his family fled Germany in 1933 and settled in Amsterdam. Later that year he set up the Jewish Central Information Office (JCIO) at the request of the Board of Deputies of British Jews and the Anglo-Jewish Association. This archive collected information about the Nazis, which formed the basis of campaigns to undermine their activities.

Following the November Pogrom of 1938, Wiener prepared to bring his collection to the UK. It arrived the following summer and is believed to have opened on the day the Nazis invaded Poland.

Throughout the War the JCIO served the British Government as it fought the Nazi regime.



Increasingly the collection was referred to as 'Dr Wiener's Library' and eventually this led to its renaming.

We hold some of the earliest accounts produced by survivors of the Holocaust, as well as collections of Nazi documents and photographs, and hundreds of unique collections relating to the experiences of Jewish refugee families who came to Britain in the 1930s and 1940s.

After the War, the Library contributed evidence to support the prosecutions pursued in the Nuremberg Trials, which became the foundation upon which The International Criminal Court in the Hague was established. This court has pursued successful prosecutions in more recent instances of genocide, including Rwanda and the Balkans. The Library has also curated evidence of these subsequent human tragedies to provide resources and contribute further to the understanding of the casual factors that lead to genocide and the strategies that can be adopted to prevent it from happening.

www.wienerholocaustlibrary.org




Top: The Wiener Holocaust Library in Russell Square.
Above: Dr Alfred Wiener (fourth from left) and most members of the Library's staff in London were refugees from Nazism.


6051624

Alien Registration No. _____

Name Ruth Hannah Wiener
 (First name) (Middle name) (Last name)

RIGHT INDEX FINGERPRINT





Birth date August 4 1927
 (Month) (Day) (Year)

Born in Charlottenburg Berlin Germany
 (City) (Province) (Country)

Citizen or subject of None. Last of Germany
 (Country)

Length of residence in United States One week yes, _____ mos.

Address of residence Apt. 221 III West 46th Street
 (Street address or rural route)

New York New York New York
 (City) (County) (State)

Height 5 ft., 8 in.

Weight 115 lb.

Color of hair Brown

Distinctive marks None

U.S. IMMIGRATION & NATURALIZATION SERVICE
 (STAMP)
 MAR 1 1945
 New York

Eva Schwark
 (Signature of Identification Official)

Application filed in Alien Registration Division. Copy filed with Federal Bureau of Investigation office at _____

(Signature of holder) Ruth Hannah Wiener
 16-26150-1

VISION, MISSION & VALUES

Our vision is of a continuously developing library, archive and information service for the UK and for the international community, dedicated to supporting research, learning, teaching and advocacy about the Holocaust and genocide, their causes and consequences.

The Library provides a resource to oppose antisemitism and other forms of prejudice and intolerance. Its reputation rests on its independence and the scholarly objectivity of its activities and publications.

Our mission is:

- To serve scholars, professional researchers, the media and the public as a library of record.
- To be a living memorial to the evils of the past by ensuring that our wealth of materials is put at the service of the future.
- To engage people of all ages and backgrounds in understanding the Holocaust and its historical context through an active educational programme.

Our values inform every aspect of our work:

- We are scholarly, our work is evidence-based, contextualised and intellectually robust.
- We are approachable. We are here to serve and help everyone, regardless of their background or academic achievements.
- We are respectful. We value each individual's uniqueness, worth and dignity, regardless of background, abilities or religious beliefs.
- We are authentic. We stand up for historical truth and its complexities and believe in the integrity of historical evidence.

Above: The US Alien Registration card of Ruth Wiener, daughter of Alfred Wiener, issued on her arrival in New York at the end of the war. (Wiener Holocaust Library Collections)

CARELESS TALK
COSTS LIVES

THE LIBRARY TODAY

Anyone is welcome to visit The Wiener Holocaust Library and study its books, documents, photographs and other materials in the Wolfson Reading Room. Taken together, the precious items we hold are recognised by the Arts Council England as a Designated Collection of National Significance. More than this, the reputation of the Library is global, and we are pleased to work with organisations across the world.

Each year, in addition to providing a core service of public access to our extraordinary collections, we deliver the following activities:

Collections

We continually grow our collections, acquiring books, documents, digital collections, photographs and personal archives. Our current rate of acquisition is the fastest in our history. Each year our collection has expands in depth and breadth. Through digitisation we are making even more of our collections accessible to people around the world. As Chair, you would be helping ensure than our collections reach as many people as possible while being safeguarded for the future.



Exhibitions

Our temporary exhibitions draw upon the Library's extensive collections and showcase them for a diverse range of visitors in the beautiful Ernst and Thilde Fraenkel exhibition Gallery, which has recently been refurbished. Each year we curate an average of three main temporary exhibitions. These attract thousands of visitors among the interested general public. We also make use of our exhibition space to collaborate with partners and community groups. Each project leaves a lasting legacy, not only through engagement with in-person visitors but also through associated exhibition catalogues, online exhibitions and associated travelling exhibitions.

Pictured above: The Library's Photo Archivist at work in Russell Square. | *The Wiener Library at 90* exhibition. (Mike Stone)



Education

Our education programme has expanded significantly, reaching more learners than ever before. On an annual basis we deliver sessions to over 1,500 students and over 150 teachers across more than fifty educational institutions.

Assisting families and scholars

The Library is the only UK licence holder for the International Tracing Service Digital Archive, a remarkable cache of over 30 million pages of Holocaust-era documents relating to the experiences of over 17.5 million people. We continue to use this collection to support survivors, help families discover the unique histories of their lost relatives, and assist academics using our archives for the research.

Outreach and events

The Library's staff deliver talks and tours to synagogues and other community groups on the history of the Library, our archival collections and the history of the Holocaust. We also deliver a schedule of fascinating events every year. These include academic lectures, panel discussion and book talks, as well as contributing to cultural festivals such as Open House London and Jewish Book Week.

Research

Research is at the heart of what the Library does because it helps everyone understand our collections better and enriches knowledge for present and future generations. In addition to conducting our own research into our collections for exhibition projects, the Library hosts placements for doctoral students, supervises doctoral awards and participates in large-scale research projects such as the European Holocaust Research Infrastructure.

FOR MORE INFORMATION

Visit our website to find out more about our events, exhibitions, research, collection services and education outreach work.

Download our 2021–2025 Strategy – A Toolkit for Countering Hate

Download our 2022/23 Annual Review

Download our 2023/24 Annual Review

Download our 2023 Accounts

Pictured above: The *Holocaust Letters* exhibition. (Adam Soller Photography) | The Library's Librarian and Project Cataloguer working to catalogue a portrait painted in the Theresienstadt Ghetto. | A pamphlet entitled 'Rescue the Perishing', published by Eleanor Rathbone in 1943. It accompanied a new article on *The Holocaust Explained* about the Bermuda Conference. | Library staff giving a talk to Year 9 at Royal Wootton Bassett Academy. | Foreign Minister James Cleverly visiting the Library to mark Holocaust Memorial Day.

OUR REACH IN 2023

A YEAR IN NUMBERS

4,212

TOTAL NUMBER OF LIBRARY VISITORS OF WHICH



3,100

EXHIBITION VISITORS



1,112

READING ROOM VISITORS



168,533

WEBSITE USERS

232,944

USERS INCLUDING EXHIBITION SITES

THE HOLOCAUST EXPLAINED

1,392,872

WEBSITE USERS

2,313,693

PAGE VIEWS



EDUCATIONAL SESSIONS (SCHOOL AGED)

WE RAN **43** EDUCATIONAL SESSIONS ONLINE & IN PERSON, REACHING:

933
STUDENTS

93
TEACHERS



EVENTS' REACH

WE RAN **57** TALKS & LECTURES AT THE LIBRARY
12,883 PEOPLE REACHED:

11,141
YOUTUBE

919 ONLINE
823 IN PERSON

WE RAN **51** TOURS & INVITED TALKS
1,568 PEOPLE REACHED



COLLECTIONS ENHANCEMENTS

86,195 IMAGES DIGITISED

75 DOCUMENT COLLECTIONS DIGITISED

1,004 NEW PRINTED ITEMS (BOOKS, MEMOIRS ETC)


63 NEW DOCUMENT & PHOTO COLLECTIONS

INTERNATIONAL TRACING SERVICE ARCHIVE

239 NEW ENQUIRIES

65
ACADEMICS

174
SURVIVORS & RELATIVES



WHY OUR WORK MATTERS

“ Right from his first prophetic warning in 1919, Wiener’s work was guided by a simple belief in the power of truth to counter antisemitism and the Nazis. Ninety years on, his library continues to maintain that belief, thus honouring his legacy. ”

THE TIMES OF ISRAEL

“ In each generation there were people who saw the Library’s value. In each generation there were people who matched Alfred Wiener’s willingness to do his duty, to do whatever it took, to go that extra mile, to make sure the truth was told. And now that generation, the one on which the library depends, is us. ”

LORD DANIEL FINKELSTEIN

“ A remarkable exhibition in a remarkable institution. Thank you for keeping alive the inhumanity which stalks our world. We must remember. ”

BARONESS HELENA KENNEDY LT KC ON THE GENOCIDAL CAPTIVITY EXHIBITION

“ Apathy and ignorance fuels not only injustice but serves to stoke xenophobia, division, hatred, and persecution. As such your continued research and education to inform, question and challenge antisemitism and bigotry has never been more vital. ”

EXHIBITION VISITOR

“ We need to teach this and future generations to recognise evil, not to pander to it and certainly not to aid and abet it. If we do not, then a calamity will befall humanity once again. ”

SIR MICK DAVIS

CONTEXT FOR THE APPOINTMENT

The position of Chair of Trustees for the Library entails all the governance responsibilities that comes with the role and holds the lead for the future development of the business strategy that ensures that we have the resources necessary to deliver on our charitable objectives.

Funding is our number one priority as it makes everything else possible.

We need to build upon the committed secure funding base that is in place and find new sources of income in order to sustain the growing impact, reputation and reach of the institution that aligns with the ambitious strategic plans that are in place. Recognising the changing funding landscape in our sector, we need to be creative in this endeavour, exploring new avenues and forging new partnerships.

We have a consistent track record of being able to generate the voluntary income needed on an annual basis in support of our core work, but we have recognised that with additional resource we can achieve much more to both secure the long-term future of the Library and enhance our work.

In 2024 the trustees agreed the funding needed to establish the new role of Director of Development to take forward our ambitions for diversifying and increasing income. This coincided with mounting our first Gala Dinner, which generated £400,000 before costs.

Going forward, and to support the investment in fundraising, the trustee board is committed to contributing our networks and energies with the new Chair of Trustees playing a lead role.

There is a strong foundation upon which to build and we can already demonstrate a commendable track record for raising restricted funds. There is, however, a clear need to increase unrestricted funding,

Our potential reach extends beyond the UK and our track record to date includes successfully engaging with U.S. funders, which is a foundation that can be built upon.

We occupy a unique position as the only UK Holocaust organisation with an extensive archive. There is further scope to raise our profile within the UK Jewish community and position ourselves alongside other organisations operating in the Holocaust memorial and citizen education sector.



TIME COMMITMENT

Equivalent of four days a month. During first 12–18 months this could be greater as relationships are formed.

Four Board meetings a year with summer Board meeting extended to cover strategic discussions.

Two sub-committees: Finance & Risk [F&R] and Fundraising – Treasurer chairs F&R with Board Chair chairing Fundraising Sub-Committees – these are held leading up to each Board Meeting).

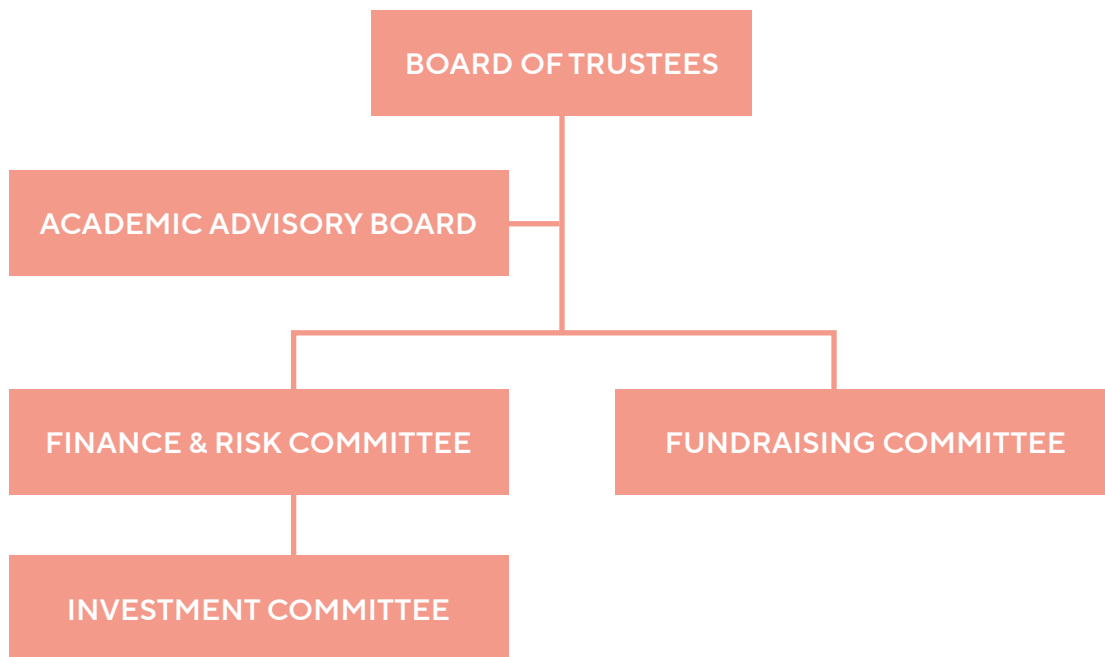
Attends Compensation sub-committee of F&R.

Attends Wiener Library Endowment Trust meetings as an observer to represent Library's interests – four meetings a year held quarterly.

The commitment includes, but is not limited to, the following:

- Board meetings
- Sub-Committee meetings
- Line management of Director
- Trustee recruitment
- Supporting Fundraising activities
- Attending Library events
- Financial controls activities – approving payroll and expenses over £1000
- Link between the charity and the Wiener Library Endowment Trust
- E-mail, phone calls and ad hoc meetings

BOARD STRUCTURE



STRATEGY

Our Strategic priorities for 2021–2025 are due to be reviewed in preparation for the launch of a new strategy from 2026. The new Chair will have the opportunity to shape the development of this strategy, carrying forward priorities that will continue to serve the Library’s mission, while working with the Director and Senior Management Team to change or adjust focus where appropriate.



Please see our **Strategic Plan 2021–2025** document for more detail on the work we have undertaken to pursue these priorities.

FINANCES

Income	2023	2022
Donations & Grants from Individuals & Charitable Organisations	325,055	225,484
Grant from the Wiener Library Endowment Trust	220,000	200,000
Grant from the Sigrid Rausing Foundation	120,000	120,000
Grant from the German Foreign Office (from 2023, in Restricted Collections income)	0	121,548
Grant from the Association of Jewish Refugees	75,000	100,000
Grants (Restricted) relating to Education and Outreach	75,582	66,620
Grants (Restricted) relating to Collections activity	312,971	164,899
Grants (Restricted) relating to Research activity	274,385	285,682
Other Restricted Funds	900,000	0
Legacies	13,500	2,000
Other (inc Restricted Dividends)	97,866	53,189
Total Income	2,414,359	1,339,422

Expenditure	2023	2022
Fundraising	86,454	82,173
Education & Outreach	230,972	302,342
Library & Collections	525,015	399,314
Research	357,340	221,276
Premises (2022 restated due to change in accounting rules)	285,527	308,456
Support & Governance	202,102	198,026
Total Expenditure	1,687,410	1,511,587

Net Income (Expenditure)	2023	2022
Unrestricted Funds (2022 restated due to change in accounting rules)	49,853	-23,895
Restricted Funds	677,096	-148,270

ROLE DESCRIPTION

The Library adopts in principle the description of the role and responsibilities of trustees and that of the role of Chair issued by the Charity Commission in their guidance, The Essential Trustee. The Charity Governance Code for smaller charities defines the guiding principle for Trustees as needing to be clear about the charity's aims and ensuring that these are being delivered effectively and sustainably.

Purpose

The Chair of Trustees Wiener Holocaust Library leads the strategic development of the charity by harnessing the expertise, energies and commitments of the board, staff, volunteers, donors and partners in pursuit of the stated charitable objectives.

The role of the Chair of Trustees for The Wiener Holocaust Library

- Helps plan and run trustee meetings, leading discussion and ensuring that the contributions of others are heard and respected

- Holds the lead for ensuring that board and sub-committee meetings are properly run and recorded with the secretariat support;

- Takes the lead on ensuring that all members of the trustee board comply with their duties and the charity is well governed;

- Holds a second or casting vote if a vote on a trustees' decision is tied;

- Takes an active involvement in raising the profile of the charity, contributing to fundraising activity and representing the organisation a spokesperson;

- Acts as a link between trustees and staff providing an effective flow of communication;

- Line manages the chief executive on behalf of the trustees and providing mentoring, coaching and monitoring performance against agreed objectives offering guidance and availability as counsel to the Director and senior management on a working day-to-day basis as issues arise;

- Acts as a link between the Library and the Wiener Library Endowment Trust;

- Oversees management of investments through the Investment Advisory Board (IAB).

ROLE DESCRIPTION

(CONTINUED)

The six main duties of a trustee of
The Wiener Holocaust Library

- 1** Ensuring that the charity is carrying out its purposes for the public benefit and the stated purpose of the Library, which is to advance the study and knowledge of political science, particularly the study and knowledge of the Holocaust and genocide;
- 2** Ensuring compliance with the charity's governing document and the law, which requires being familiar with the charity's governing document and that it operates in compliance with legislation governing the activity of charities in the UK, including fundraising and other legal duties that apply to employers;
- 3** Acting in the charity's best interests, which means ensuring that the Library is at all times best placed to meet its objectives and duties, that decision-making is well-informed and balanced, and that any potential conflict of interest is avoided.
- 4** Managing the charity's resources responsibly, avoiding exposure to potential risk to assets and reputation and exercising prudence at all times;
- 5** Acting with reasonable care and skill, which means being prepared for meetings, taking an active involvement in discussion, taking expert advice where necessary or helpful;
- 6** Ensuring that the charity is accountable to regulators, beneficiaries, funders and partners, that it can demonstrate this in practice and delegating effectively for the day-to-day operation of the Library

Trustee term in office

3-year term with option for re-appointment up to three 3-year terms in total except that the Chair is entitled to an additional 3-year term at the Board's discretion.

ROLE REQUIREMENTS

To be Chair of Trustees for The Wiener Holocaust Library, a combination of the following knowledge, experience and skills will be required:

- A knowledge of the historical, political, societal and economic factors contributing to the Holocaust and/or other genocides through academic, professional or personal lived experience;
- Senior management experience with responsibility for organisational governance and legal compliance, which could have been gained in a voluntary or professional capacity, but able to demonstrate strong knowledge of good corporate governance and evidence of managing high performing boards;
- Experience of managing sensitive or complex discussion and debate in contexts and organisations where the issues challenge deeply held personal beliefs and values;
- An active track record of involvement in the cultivation of high-level donor, funder or investor relationships in either a professional or voluntary capacity.
- Leadership ability, which can harness the contribution of others and inspires people to excel in pursuit of shared objectives;
- Empathy and emotional intelligence to be able to understand the perspectives of others, recognise the value of their expertise and celebrate both individual and collective effort;
- The ability to communicate effectively to both internal and external audiences and with the capacity to act as an ambassador and spokesperson;
- Effective organisational ability with the attention to detail required for good governance and the achievement of strategic objectives.
- A deep understanding of Jewish life and the significance of the Holocaust to Jewish communities, obtained through personal connections, personal experience or professional experience.

Eligibility

You must be at least 18 years old to be a trustee of The Library and not be disqualified from acting as a trustee. For further guidance on eligibility *The Essential Trustee*.

HOW TO APPLY

For an informal conversation about the role, please contact our recruitment partner, Simon Lloyd, Director, NFP on **07961 988 523** or email **simon.lloyd@nfpconsulting.co.uk**

For more information and to apply online at **www.nfpconsulting.co.uk/whl**

Application is by way of CV initially.

Interviews are expected to take place **12 November 2024**. An appointment is sought by the end of 2024 and in time for there to be a managed hand-over with the outgoing Chair.

Pictured: Christine Schmidt, Toby Simpson and Barbara Warnock attending the Association of Jewish Refugees' conference, *Remembering & Rethinking: The International Forum on Collecting, Preserving, and Disseminating Holocaust Testimonies*. The forum brought together archives, museums, and other institutions that hold and feature collections of Holocaust testimonies. (Adam Soller photography)