



## **Derbyshire Historic Buildings Trust**

### **Learning and Engagement Trustee Role Description**

Derbyshire Historic Buildings Trust (the Trust) is looking for a new Trustee to help lead the organisation into its exciting new future.

Established in 1974, the Trust has been responsible for the rescue of many historic buildings throughout Derbyshire. Using their skills and knowledge, members of the Trust identify neglected and abandoned historic buildings and then work to bring them back into new sustainable use.

The objectives of the Trust are to undertake or support restoration projects for historic buildings within the county; to deliver learning projects to help acknowledge the value of historic buildings and to provide technical advice to those responsible for historic buildings.

To support these objectives, the Trust will fundraise, deliver and organise events, communicate with the Friends of the Trust and undertake surveys.

The Trust currently has twelve projects requiring attention and are aiming to undertake a visual survey of over 8,000 listed buildings in Derbyshire and the Peak District. Last year, the Trust launched their annual Architectural Awards to help promote all the best in Derbyshire's architectural heritage.

The Trust is a non-profit organisation and a registered charity. There are currently 8 Trustees on the Board. All trustee roles are voluntary positions.

Its next challenge is to broaden its support base and increase people's access to, and enjoyment and understanding of, their heritage. It is in this context that the Trust seeks a new Trustee with particular expertise in community engagement and education.

Being a trustee will provide a challenging, rewarding and enjoyable opportunity to volunteer with the Trust and play an important role in shaping its future.

Website: [www.derbyshirehistoricbuildingstrust.org.uk](http://www.derbyshirehistoricbuildingstrust.org.uk)

## **Role Description**

The Trust are now seeking a Learning and Engagement specialist Trustee who will:

- Help us to make learning and engagement central to our purpose
- Help us to encourage, recognise and promote quality learning opportunities that relate to the historic environment of Derbyshire
- Be willing to advise on their area of expertise
- Help us to raise our profile.

Trustees are required:

- To ensure that the Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure the Trust uses its resources exclusively in pursuance of its objectives.
- To contribute actively to the role of the Board of Trustees in securing the resources the Trust needs to fulfil its long term aims and objectives.
- To ensure the financial stability of the Trust.
- To ensure the Trust has sufficient resources to deliver efficient and effective administration. This will include participating in an annual Trustee Skills Audit.
- To protect and manage the assets of the Trust and to ensure proper investment of the Trust's funds.
- To ensure the organisation develops proactive and positive relationships with the local community, local voluntary organisations and local statutory bodies.
- To work to broaden awareness of the charity's values and priorities; and increase its visibility across a wider audience.
- To ensure that any fundraising activity carried out by, or on behalf of, the Trust is properly undertaken, and that all funds collected are properly accounted for and spent according to the charity's objectives.

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience to help the Board make sound decisions and in particular, take a pro-active interest in the area of community engagement and learning.

In return, the Trust will:

- provide the Board of Trustees with the information, training and continuing support necessary for effective governance
- ensure a comprehensive induction programme is available for all new Trustees
- and reimburse reasonable expenses.

### **Person Specification**

A Learning and Engagement Trustee will have:

- a commitment to public sector delivery of heritage engagement and learning and an enthusiasm for heritage
- the ability to link the work of the Trust to National Curriculum subjects and other accredited and non-accredited learning programmes for a variety of ages and communities
- an awareness of the learning/community based outcomes of various funders, including the National Lottery Heritage Fund
- a pragmatic approach to decision making with the flexibility to react effectively to changing circumstances
- an interest in using history/heritage to educate, entertain and inspire the public
- experience of training, sharing knowledge and helping people
- excellent communication skills, effective inter-personal skills, and the ability to represent the Trust effectively in the public arena.

You will need to demonstrate:

- strong personal commitment to the mission of Derbyshire Historic Buildings Trust
- a high level of personal credibility and leadership
- skills, knowledge and experience that would positively benefit the Trust; particularly the ability to demonstrate a background in effectively delivering or managing education and/or outreach programmes in an imaginative and engaging manner
- links to relevant networks e.g. local community, business, professional and learning sectors
- commitment to the principles of equal opportunity through access to education
- the ability to contribute to the strategic planning of a small sized charity

- time and energy to devote to the Trust on a voluntary basis.

It is possible that the Trust will look to appoint two separate roles if potential Trustees have specific skills in only certain areas.

**Time commitment:** The Trust meetings will be held 4-5 times per year and will generally be held in the mornings between 10am-1pm. Trustees are also expected to represent the Trust at various advocacy and cultivation events and meetings with key stakeholders, e.g. The annual Architecture Awards. Trustees are expected to attend meetings and read/submit reports in advance.

A commitment of time to other meetings could be helpful and this would be the subject of discussion between the Chair and the relevant Trustee. Current Trustees take part in sub-committees and working groups to help deliver specific functions in greater detail and particular time-bound tasks.

**Term of office:** Three years with a possible reappointment of a further three years following Board approval.

## **Duties of a Trustee**

The duties of a Trustee are to ensure the charity delivers its charitable objectives for public benefit and is well run, ensuring it complies with all relevant laws. The Trustee Board leads and sets the strategic direction of the Trust.

The Trust's mission is:

### **1. Safeguarding the historic buildings we treasure**

Ensuring Derbyshire's Historic Buildings are maintained in good condition for the benefit of current and future generations. Locating all 'Buildings at Risk' through a county-wide, community led, survey.

### **2. Creatively reusing buildings no longer fit for purpose**

Where necessary, intervening with the support of the community, to rescue 'Buildings at Risk' by acting as a catalyst, partner or developer in order to restore them to a viable active use.

### **3. Helping people to live or work in their historic buildings**

Encouraging every historic building owner in Derbyshire to be a good custodian of their heritage (i.e. to understand and care for their property, and pass it on to the next owner in good, or better, condition.)

### **4. Increasing people's access to, and enjoyment of, their heritage**

Increasing public awareness of our built heritage through community involvement, interpretation, education and training.

## **How to Apply**

To apply, please submit an expression of interest by letter or email outlining how you believe you could contribute to the future of the Trust, with reference to the Person Specification above, and why you would like to be a Trustee of Derbyshire Historic Buildings Trust.

Please include the details of two referees.

We are open to applicants from the private, public and voluntary sectors; those seeking their first voluntary trustee role and more experienced trustees or non-executive directors. We wish to increase the diversity of our Board and so attributes such as age, ethnicity, gender, background and geographical area are also taken into account to try and ensure a balanced and representative Board.

Expressions of interest can be submitted electronically to Lucy Godfrey, the Trust's Executive Officer: [lucy@derbyshirehistoricbuildingstrust.org.uk](mailto:lucy@derbyshirehistoricbuildingstrust.org.uk) or sent hard copy FAO Lucy Godfrey to:

Derbyshire Historic Buildings Trust  
Hopkinson's House  
1-3 Greenhill  
Wirksworth  
Matlock  
Derbyshire DE4 4EN

Please send your expression of interest by **5pm on Sunday 23<sup>rd</sup> June, 2019.**

## **What happens next?**

We may invite you to our offices in Wirksworth to talk to Derek Latham, our Chairman, so you can find out more about us and how you might be able to support us.

Following shortlisting, there may be a requirement to attend a meeting in Wirksworth to discuss the role further. If you have any queries about this role, please contact Lucy (via the details above) in the first instance.