



Derbyshire Historic Buildings Trust

Vice Chair Role Description

Derbyshire Historic Buildings Trust (the Trust) is looking for a new Vice Chair 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.

In 2022 the Trust secured £667,000 of funding from the National Lottery Heritage Fund to complete their flagship project at the Grade II* listed Wingfield Station near Alfreton. This followed a successful phase of urgent repair works, primarily funded by Historic England. The Trust has a pipeline of future projects requiring attention and are aiming to undertake a visual survey of over 8,000 listed buildings in Derbyshire and the Peak District. In 2018 the Trust launched their 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 eight 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 Vice Chair. 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

Socials: @dhubtrust and find us on LinkedIn

Role Description

Initially:

- To meet and get to know all trustees, volunteers and personnel, in order to comprehend their current roles and attributes, their availability and aspirations
- To understand, interrogate and embrace the Trust's growth strategy and lead its completion into a business plan for 2024 – 2029
- To work with the Chair toward a potential transfer of responsibilities in 2024
- Understand, and comply with, the responsibilities of a director
- Report to the Chair.

Longer term:

- Lead the organisation in partnership with the Trustees and Executive Officer and set standards by example
- Ensure the Board understands and makes decisions in accord with the Trust's core values
- Create a fun, interesting environment for happy, high performing teams.
- Ensure a convivial productive dialogue with volunteers so they enjoy making their contribution
- Recruit, train, inspire, grow and retain the DHBT teams so they want to belong by contributing
- Identify key governance issues for the board and ensure well founded decision-making
- Ensure the health and safety of all volunteers and staff and comply with legal and regulatory requirements
- Operate transparently and manage conflicts of interest kindly while maintaining probity
- Report to The Board.

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 volunteering.

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.

Personal Attributes Required:

We are open to applications from people from a variety of backgrounds, however the ideal Vice Chair candidate will have/be:

- Passionately interested in our built heritage
- Experience of managing a business, authority or other organisation
- Gregarious - enjoys meeting new people, making social connections and using them.
- Persuasive leader – able to motivate, and delegate to, volunteers, reflective listener
- Assiduous – organised and prepared to encompass long as well as short term objectives
- Available - able to commit real time – up to the equivalent of 15 hours (2 days) per week
- Prudent – fiscally aware and responsible, capable of handling contentious issues.

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.

Current Trustees take part in sub-committees and working groups to help deliver specific functions in greater detail and particular time-bound tasks. We are looking for a Vice Chair who can commit real time to the development of the Trust.

Term of office:

Three years voluntary appointment with a possible reappointment of a further three years following Board approval.

General Trustees Duties:

- Act in your charity's best interests
- Deal with conflicts of interest
- Manage your charity's resources responsibly
- Implement appropriate financial controls
- Manage risks
- Act with reasonable care and skill
- Take appropriate advice when you need to, for example when buying or selling land, or investing.

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 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 considered to try and ensure a balanced and representative Board.

Expressions of interest can be submitted electronically to Lucy Godfrey: lucy@derbyshirehistoricbuildingstrust.org.uk

Please send your expression of interest by **5pm on Friday 31st March 2023.**

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.

Figure 1 DHBT Strategy Map Dec 2022

