

LONDON HISTORIC BUILDINGS TRUST – TRUSTEE VACANCIES X3

London Historic Buildings Trust has volunteer role opportunities for individuals who wish to make a Board level contribution, helping to shape our development at an important time for our organisation. We are looking for individuals who are passionate about heritage regeneration and can bring diverse perspectives to our board. We are particularly seeking candidates with experience in the following areas;

- **Finance**
- **Community led regeneration and/or development**
- **Digital and social media**
- There is also an opportunity for someone who would be interested in **developing skills as an Honorary Secretary**.

Vacancy: Trustee x3
Duration: 1 term to 3 terms (3 to 9 years)
Salary: Voluntary and unremunerated (reasonable expenses are reimbursed)
Application: Please submit a CV (or overview of relevant experience) and covering letter explaining your interest in the role and the skills and experience that you could bring to our Chair Georgina Nayler (email address below).
Deadline: 25th October 2024 by 5pm
Interviews: Week commencing 4th November, in person at a central London location (tbc)

About us

London Historic Buildings Trust is the only London-wide building preservation trust with a 30-year track record of delivering projects to save some of the city's most complex heritage at risk sites. The trust was set up in 1992 as the Heritage of London Trust Operations Ltd (HOLTOP) and was rebranded in 2019 following a Resilient Heritage Project, which also saw the launch of our new mission, vision and aims;

Our vision is to deliver high quality, sustainable heritage-led projects. We will re-use historic buildings throughout Greater London to create innovative social solutions and cultural benefits.

Our Mission - We will ensure that our projects are informed, wherever possible, by the needs of a local community, and result in positive social change, sensitive regeneration, and training, learning and volunteering, and employment opportunities. We will also support local communities in their aspirations to safeguard local buildings, offering professional guidance through training and consultancy services.

Our Aims - Sensitively repair and convert neglected historic buildings- those included on Historic England's Heritage at Risk register, and those that are not.

- Develop heritage led re-use schemes informed by the needs and aspirations of a local community.
- Act as a development partner for owners of heritage assets seeking a scheme that places the historic building, its local environment, and the needs of the local community at the forefront.
- Support, inform/educate and facilitate at a local level, working with local community groups and fledgling trusts.
- Act as a catalyst for sensitive regeneration in the most deprived areas of London.

We work to find innovative and sustainable ways to bring new life to London's historic buildings and are currently developing projects for the [Former Girls' Charity School in Edmonton](#), [the Tin Tabernacle in Kilburn](#), [Lavender Hill Cemetery Chapel in Enfield](#) and [Paddington Old Cemetery in Brent](#).

We offer support to community groups in London through regular training programmes and share digital resources through our website. Through collaboration with local authorities as part of wider regeneration schemes, we also offer bespoke programmes such as maintenance training and the delivery of locally led heritage projects. We've recently secured funding for the second phase of the [Petticoat Lane Heritage Trail](#).

To find out more about the trust and our activities, please visit our website; <https://londonhistoricbuildings.org.uk/>

Role Description and Responsibilities

The trustee role requires a commitment to attend quarterly board meetings, which take place four times a year at a central London location. Online attendance can be facilitated. Trustees are also expected to join one or more of our three sub-committees, Finance and Risk, Marketing and Development or Projects, which also meet four times a year (hybrid meetings).

Trustees serve a term of 3 years, with the possibility of reappointment for 3 terms.

Main Responsibilities:

- Provide strategic guidance and oversight to LHBT's activities
- Ensure the financial health and sustainability of the trust
- Maintain an oversight of the work of the trust sub-committees
- Ensure that the charity complies with its governing document and all relevant charity and company legislation
- Scrutinise Board papers, engage in discussions and provide advice and guidance
- Advocate for and represent LHBT in the community and beyond
- Collaborate with fellow trustees and the staff team to fulfil our vision and mission

Finance Role - The trust has a Finance Manager who does all the accounting and produces the management and statutory accounts. The trust is looking for a trustee who is a qualified accountant to oversee her work and with her report on the finances of the trust to the Finance & Risk Committee and to the Board of Trustees.

Specifically, the trustee will:

- Review quarterly management accounts and forecasts of full year performance
- Review annual statutory accounts
- Work with the staff to compile the annual budget

Community Role - The Trust seeks to ensure that our projects are informed, wherever possible, by the needs of a local community and result in positive social change, sensitive regeneration, and training, learning and volunteering, and employment opportunities. We also support local communities in their aspirations to safeguard local buildings, offering professional guidance through training and consultancy services. We are seeking a new member of our Trustee board who understands and has experience of working with communities particularly those that work with disadvantaged, excluded and vulnerable individuals.

It is anticipated that this trustee will sit on our Projects Committee and provide guidance on how to maximise opportunities for local communities through short-term activities and long-term strategies for heritage sites.

Digital and Social Media – The Trust has a social media presence, but wishes to expand this. We are seeking a trustee who would help support the work of the Marketing & Development Committee in its broader efforts through digital and social media to engage with diverse audiences to promote the work of the Trust more widely.

Honorary Secretary – skill development role - Our Honorary Secretary is a long-standing LHBT trustee and chartered company secretary. As part of our succession planning, we are seeking to appoint a trustee with an interest in developing skills in this area, working closely with our current Secretary to understand the role and duties of a Charity and Company Secretary.

Key Skills

- Act with integrity and honesty in line with charity values
- The ability to work collaboratively with trustees and staff
- Communicate and engage actively in discussions
- Ability to advocate for the trust and build partnerships and networks to support our mission
- Willingness to undertake training and development to support the role
- Bring unique perspectives or experiences that align with our mission

Eligibility

Candidates must not be disqualified from acting as Trustees as described in sections 178 to 180 of the Charities Act 2011.

For more information about the role of trustees please see the Charity Commission Guidance; [The essential trustee: what you need to know, what you need to do.](#)

If you are interested these roles please submit a CV (or overview of relevant experience) and covering letter to Georgina Nayler, Chair of the London Historic Building Trust at georgina.nayler@londonhistoricbuildings.org.uk

Please also contact Georgina if you would like to arrange an informal discussion about the role.

Closing date for applications is 5pm on 25th October 2024