

## **DIRECTOR - JOB DESCRIPTION**

### **Permanent**

**0.8FTE, home-based, with one day a week in London and London based site visits and meetings**

**Salary £60,000 pro rata**

### **Introduction**

London Historic Buildings Trust (LHBT) is seeking an experienced Senior Manager, with strong leadership and business development skills and heritage sector experience, to join its small staff team (3PT).

Since our relaunch in 2020 the trust has grown both its staff team and the number of projects that we're delivering. We're currently working on multiple 'at risk' heritage and community-led projects. This is a potentially rewarding opportunity for someone to support, develop and lead the Trust to further our reach and impact.

We are seeking an energetic senior leader with a passion for impact driven heritage development and experience of project management. The post-holder will be a figurehead for the Trust and work closely with staff and trustees to maximise our project delivery and establish a position of long-term financial sustainability. In particular, the post-holder will develop and have oversight of the Trust's projects, supporting and line managing staff who are delivering those projects. They will monitor the delivery of strategic and business plans; be responsible for fundraising and income generation, in particular, the development of the LHBT consultancy practice and supporting marketing initiatives; have oversight of the Trust's financial position and be a spokesperson for the Trust, building and networking with our existing and potential partners.

Experience of working within the heritage sector is essential and knowledge of charities would be beneficial to the role; an ability to balance the core charitable aims of the Trust with the need to identify and embrace new income streams, will be key. It is an ambition of the trustees to reduce the reliance on grant funding for our operational costs.

LHBT is a small charity with a committed, engaged Board of Trustees and a dedicated and professional staff team. It has established a close and enjoyable working environment and seeks a Director with strong management and people skills who can maintain this culture, lead and support the small staff team and identify opportunities to improve organisational efficiency.

## About London Historic Buildings Trust

LHBT is a registered charity and the only London-wide building preservation trust. Over the last 30 years the Trust has been tackling the city's most challenging 'at risk' historic buildings, undertaking capital repair projects to bring them back into active and beneficial community use. LHBT works closely with Historic England, the Architectural Heritage Fund, Local Authorities, community groups and owners of heritage to find viable and socially and economically impactful solutions for sites that cannot be resolved by the private sector. It also provides advice, consultancy and training.

### **Vision**

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.

### **Mission**

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 will also support local communities in their aspirations to safeguard local buildings, offering professional guidance through training and consultancy services.

### **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.

## Governance

LHBT is a registered Charity and has a Board of 15 trustees who bring a wide range of specialist skills. The Board meets 4 times a year and is supported by sub-committees; Finance and Risk, Marketing and Development, and Projects.

## Job Description

The aim of this role is to lead the Trust, develop new projects and support the staff to deliver them, support income generation and work with the Board to implement the strategic and business plans with the aim of growing our impact and securing long-term financial sustainability.

<b>Contract term:</b>	Permanent 0.8FTE
<b>Location:</b>	Remote working but with one day a week in London, working with the rest of the staff team. Attendance is required at monthly staff meetings, quarterly Board meetings (in-person), in London, and committee meetings as required.
<b>Reporting to:</b>	Board of Trustees, through the Chair
<b>Line Management:</b>	Two Project Managers and part time Finance Manager and freelance staff where required.
<b>Benefits:</b>	Pension/holiday etc Contributory pension scheme; 25 days holiday (pro rata)

## Key Tasks

As a part-time role, we would expect the Director to prioritise the key tasks and ensure a manageable workflow; this will be agreed and monitored by the Chair.

### LEADERSHIP

- Take a leading role at LHBT, co-ordinating between the staff and trustees and maintaining an oversight on trust operations and activities.
- With the Project Managers, develop new projects and support them in delivery.
- Monitor the delivery of the Strategic and Business Plans with regular reports to the Board. Oversee updated plans from 2026.
- Oversee fund-raising and income generation with general oversight of the Trust's finances and cash flow.

- Maintain and develop partnerships, networking with heritage organisations, funders, policy makers and local government. Represent LHBT to the public and media as required.
- Develop impact reporting tied to projects to demonstrate the Trust's worth.
- Support staff and trustee development and skills growth.

#### **GOVERNANCE**

- Support the Board to perform its duties, identifying where external support or training is required.
- Sit on the Finance and Risk Committee and report on delivery of the Strategic and Business Plans; highlight any emerging/changing risks and changes to anticipated operational budgets. Liaise with project management staff to identify any potential risks to delivery or budget.
- Report to the Board at quarterly meetings on the progress of the Strategic and Business Plans; identify where there are shortfalls or changes in the external environment and provide clear guidance about adaptations and associated risks.
- Ensure that the trust is delivering on its core charitable purposes and legal, financial and other responsibilities.

#### **CORE COSTS FUNDRAISING**

- Oversee fundraising for core costs with a view to reduce reliance on external grant income.

#### **INCOME GENERATION**

- Continue to develop the Business Plan and identify opportunities to diversify income streams.
- Support LHBT to establish a professional consultancy.
- Provide support to the Project Managers in determining income requirements through project activities and offering advice about conflicts with charitable aims/activities.
- Work with the Trustees and Chair to build relationships with individual givers. Helping to organise fundraising events and activities.

#### **MARKETING**

- With the relevant Trustees contribute to the development of the marketing plan, overseeing the writing of the newsletter, the website and the social media activities currently undertaken by volunteers.
- Preparation and circulation of press releases.

#### **RELATIONSHIP BUILDING AND DEVELOPMENT**

- Raise the profile of the Trust by extending the Trust's network across the heritage sector.

- Identify new funders and sources of funding for both operational and project costs.
- Engage in dialogue about heritage regeneration in London and nationally, identifying developments in the sector and opportunities for LHBT to adapt or engage in new activities that supports delivery of vision, mission and aims.
- Build relationships with Local Authorities and unlock opportunities for new projects and partnerships.
- Promote best practice in heritage conservation and raise the profile of LHBT as experts in this area.
- Develop key strategic partnerships that can support both financial sustainability and new project opportunities.

## **Person Specification**

- Highly experienced senior manager.
- Demonstrable experience of organisational and business development.
- Project and financial management.
- Consultant procurement and management.
- Effective verbal, written and digital communication.
- Self-motivated and focussed, with an ability to work independently.

### **QUALIFICATIONS & EXPERIENCE**

#### **ESSENTIAL**

- Evidenced-based track record in successfully delivering sustainable organisational growth.
- Highly skilled in business development: delivering business planning and organisational change in small to medium organisations.
- Demonstrable experience in bid preparation; and in fundraising and marketing environments.
- Heritage/historic building sector experience
- A keen political awareness and advocacy.
- Budget management in excess of £250K.

## **DESIRABLE**

- Not-for-profit or governmental sectors

## **COMPETENCIES**

### **ESSENTIAL**

- Strong self-organisation and motivation.
- High-level communication and presentation skills- and clear track record of working with senior stakeholders both inside and outside an organisation.

## **Applications**

For an application pack please email: [info@londonhistoricbuildings.org.uk](mailto:info@londonhistoricbuildings.org.uk)

For candidates who would like an informal discussion about the role, please contact our Chair, Georgina Nayler, [georgina.nayler@londonhistoricbuildings.org.uk](mailto:georgina.nayler@londonhistoricbuildings.org.uk)

## **TIMETABLE**

<b><u>DATE</u></b>	
<b>9<sup>th</sup> December 2024</b>	Recruitment commences
<b>11-20<sup>th</sup> December</b>	Informal discussions about the role
<b>13<sup>th</sup> January 2025, 12pm</b>	Deadline for applications
<b>Wk commencing 20<sup>th</sup> January</b>	Interviews (date and format TBC)
<b>Monday 27<sup>th</sup> January</b>	Appointment confirmed
<b>31<sup>st</sup> March 2025 (TBC)</b>	Start date

## **TO APPLY**

Please send a current CV and covering letter outlining why the job is of interest.

Send applications via email to: [georgina.nayler@londonhistoricbuildings.org.uk](mailto:georgina.nayler@londonhistoricbuildings.org.uk)