



HISTORIC
BUILDINGS
& PLACES

CHAIR OF TRUSTEES RECRUITMENT PACK

2024



INTRODUCTION FROM BOARD OF TRUSTEES AND THE DIRECTOR

Lead an organisation through a transformative phase as it envisions its future.

There has never been a more exciting time to assume the role of Chair of Trustees at Historic Buildings & Places (formerly known as the Ancient Monuments Society). Following a successful rebranding in 2021, the charity is now steadfastly focused on the future, actively shaping a strategy for the next century.

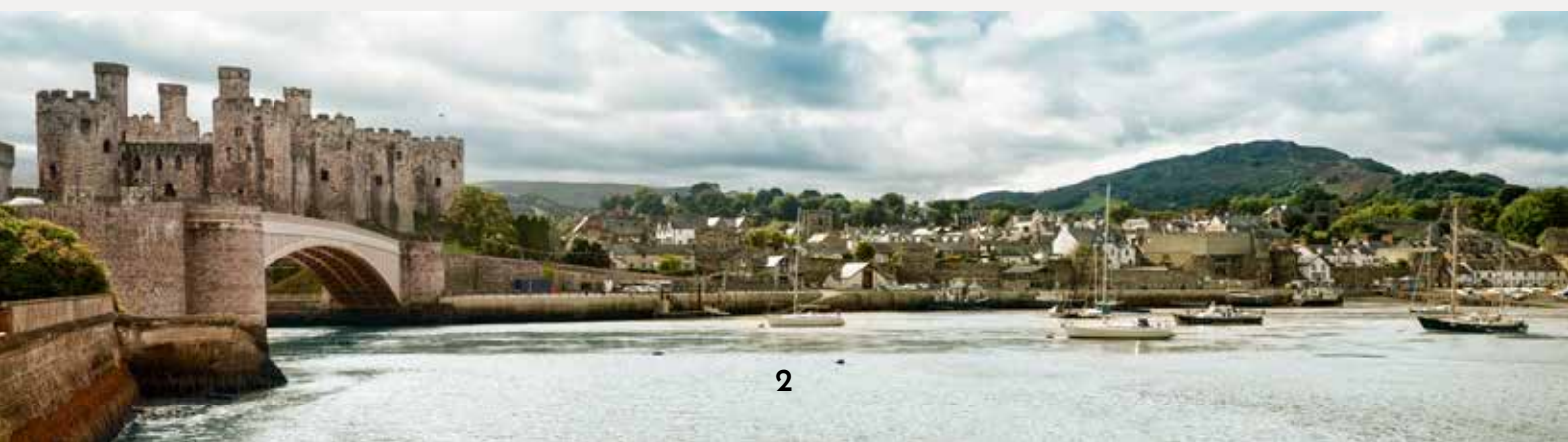
In the face of challenges posed by national heritage resources, evolving work patterns and the climate emergency, the adaptation of buildings in the UK is under increasing pressure. HB&P is unwavering in its commitment to ensuring that our heritage buildings and places are not only equipped for the future but also supports local communities in making necessary changes while safeguarding these treasured assets.

Our engagement programme has recently expanded, presenting more events and publications, and we are actively seeking additional members to bolster our mission. Furthermore, we are exploring avenues to advance our goal of enhancing people's understanding of the buildings in their surroundings.

As the Chair of Trustees, you will play a pivotal role in charting our strategic course alongside your fellow Trustees and supporting the staff team to ensure the successful fulfilment of the charity's mission. All of this takes place within an informed, friendly, and professional environment.

We look forward with anticipation to receiving your application and the prospect of getting to know you better. Join us as we embark on this exciting journey toward a more sustainable and heritage-rich future.

HB&P: Board of Trustees
Liz Power: Director



ABOUT HISTORIC BUILDINGS & PLACES

Historic Buildings & Places (HB&P) is an independent charity that works to sustain, defend, and promote all aspects of the built historic environment for the benefit of all. We are one of the seven National Amenity Societies and are unique in our mission to defend buildings and places of all ages and types. We have a particular interest in under-regarded heritage valued by local communities.

Formerly known as the Ancient Monuments Society, our organisation was founded in 1924 in Manchester, and we have played a significant role in safeguarding the nation's architectural heritage ever since. We are a respected and influential organisation, actively engaging with heritage professionals, policymakers, and the wider public to champion the protection and appreciation of our built heritage.

As a statutory advisory body, our work involves giving advice on the potential demolition and changes to listed buildings in England and Wales. This work is funded by Historic England and the Welsh government. We advocate for the protection and conservation of historic buildings and places through engagement with government bodies, planning authorities, and other stakeholders. Our Trustees on our Casework Committee support and guide the staff team in this role, leading on policy.

We maintain an active membership base comprising individuals and organisations who share our passion for heritage preservation and building re-use. Our membership programme offers a range of benefits, including publications such as a regular magazine, Heritage Now, and an annual Journal, visits and talks, and we are looking forward to celebrating our Centenary this year with an exciting programme of special events.

The Trustees are currently in the process of conducting a comprehensive review of our Vision, Mission, and Values. This initiative is a key component of our broader strategic and business planning work for the upcoming period, aiming to redefine and clarify the role our charity will play in the future, in particular as we become a Charitable Incorporated Organisation (CIO) in Summer 2024.



OUR MISSION, VISION AND VALUES

VISION

We will work for the benefit of communities to secure a sustainable future for historic places and built environments, celebrating heritage in all its richness and diversity.



MISSION

To sustain, defend and promote historic buildings and places of every type and age for the benefit of all.

- We offer advice and expertise.
- We promote historic places and celebrate them.
- We share our knowledge to influence and enlighten.
- We work in partnership with others to deliver our aims.
- We place sustainability at the heart of all our activities.



VALUES

- We take pride in our constructive approach to advice and to problem-solving.
- We share our knowledge and principles with the public.
- We acknowledge diverse views and seek to engage with them.
- We fulfil our duties as one of the government's statutory advisers.
- We comply with Charity Commission guidance on good governance.



THE ROLE AS CHAIR OF TRUSTEES AT HB&P

We are currently seeking a dynamic individual to assume the position of Chair of Trustees, playing a pivotal role in steering the direction of our esteemed charity. The successful candidate will join a diverse Board of 12 members, including 6 newly recruited Board members, hailing from various regions across the UK, all sharing a profound interest in Historic Buildings.

Please see [p8-9](#) for the full role description and person specification.

Summary of Key Responsibilities of the Chair:

- Chairing Board Meetings
- Annual General Meeting (AGM) & Event Representation
- Partnership with the Director
- Strategic Direction
- Advocacy
- Financial Responsibility

Desirable Experience:

Previous experience as a Trustee would be highly valued.

QUALITIES WE SEEK:

We are seeking an individual with expertise in strategic and creative thinking, adept at leading a diverse group of people, managing staff, and taking the lead. These skills are deemed crucial as we embark on our journey to grow the charity over the next five years.

HB&P supports an inclusive culture and diversity for our staff and Trustees. We are committed to encouraging further growth from diverse groups, and we welcome applications from people of all abilities and currently under-represented groups. We currently have an underrepresentation from BAME, disabilities and LGBTQIA+ communities. As such, we particularly welcome applicants from these groups.

Organisational Structure:

The charity employs a dedicated staff team responsible for leadership, managing listed building casework, marketing, membership, and finance. It is important to note that the Board of Trustees is not directly involved in the day-to-day operations of the charity.

THE COMMITMENT REQUIRED

The Board meets four times a year, typically for about 2-3 hours on a weekday afternoon. All meetings are currently held in a hybrid format, allowing participation either in person in London or via Zoom. Trustees receive papers in advance of Board meetings, and once a year, an AGM is held in person, usually in a historic building.

Please note that the position of Trustee is voluntary and unpaid, and we provide travel expenses to facilitate all Board members' participation, if they wish to attend in person. All Board members are expected to serve a maximum of two terms, each lasting three years.

TRAINING AND SUPPORT

The new Chair of Trustees will benefit from a comprehensive induction process, which will include meeting the staff and briefings on the responsibilities and duties as Chair. They will also receive support and handover from the outgoing Chair.

Furthermore, we are more than willing to arrange additional extra support or training for the role of Chair. They will work closely with the Director to ensure they have all the necessary resources and guidance.

All Board members are welcome to attend monthly members' events. All online talks and lectures are free for Board members to attend. In person events are at a reduced rate to cover the cost of the entry fee (if applicable) and free if there is no entry fee. In 2024, to mark the centenary of the charity, Trustees will also be invited to a social celebration at the House of Lords.

INTERVIEW AND APPOINTMENT PROCESS

How we select candidates:

We will review candidates against our role description (see below) to assess how well they meet our requirements. Interviews will be informal conversations so that candidates can get to know us in addition to us being able to assess if you have the skills and experience for our future.

Those invited for an interview will be asked to talk briefly to summarise what key challenges they think may be facing us over the next five years. During the interviews, we will be looking for individuals who possess:

- Enthusiasm for the charity and the fulfilment of its objectives.
- Experience of management and Charity governance.
- Ability to chair a meeting, lead a group of people to decisions and support the staff team.
- Good judgment and clear vision.
- Knowledge of heritage charities and their roles.
- Acceptance of the legal role of a Trustee.

To apply for the role of Chair of Trustees, please send an email with a covering letter and CV to office@hbap.org.uk by 18th March 2024.

If you would like to discuss the role before applying, please contact the Director, Liz Power, via email: director@hbap.org.uk. She will be happy to help.

Interviews will take place online with members of our recruitment panel on 28th March 2024, with a second in person meeting in April, as needed.

The start date would be at our summer Board meeting, on 24th July 2024.



ROLE DESCRIPTION: CHAIR OF TRUSTEES

The Chair of Trustees plays a pivotal role in the leadership and governance of Historic Buildings & Places, a prominent organisation dedicated to the preservation and promotion of historic buildings and places in the UK. As the leader of the Board of Trustees, the Chair will provide strategic direction, oversee governance, and ensure the effective operation of the charity.

Responsibilities:

Leadership and Governance:

- Provide robust and effective leadership to the Board of Trustees, ensuring the organisation's mission, vision, and values are rigorously upheld.
- Chair quarterly hybrid Board meetings, fostering open and constructive discussions among Trustees, making sure all voices are heard.

Strategic Planning:

- Contribute to the development and implementation of the organisation's strategic plan and business plan aligning with the broader goals and objectives.
- Work collaboratively with fellow Trustees to shape the charity's long-term vision.

Stakeholder Engagement:

- Act as a visible and influential ambassador for the organisation, fostering positive relationships with key stakeholders, partners, members and the wider community.
- Lead the annual AGM and represent the organisation at external events, as needed, enhancing its reputation and influence.

Support to the Director:

- Collaborate with the director and provide guidance and support in the execution of their duties.
- Ensure the Board is a good employer.
- Ensure effective communication and cooperation between the Board and the staff team.

Governance:

- Uphold the highest standards of governance, ethics, and compliance with relevant legal and regulatory frameworks.
- Oversee the annual review and update of governance policies and procedures.

ROLE DESCRIPTION: CHAIR OF TRUSTEES

Fundraising and Advocacy:

- Support fundraising initiatives and contribute to the development of strategies to secure resources for the organisation.
- Along with all Trustees, take responsibility for approval and management of the charity's finances.
- Advocate for the importance of preserving historic buildings and places on a national scale.

Requirements:

- Proven leadership experience, as well as experience of Charity Governance
- Strong communication and interpersonal skills, with the ability to collaborate effectively and build relationships with diverse stakeholders.
- Availability to lead quarterly Board meetings.
- Commitment to the organisation's mission, values, and strategic goals.
- Engage with fellow trustees and the Director between meetings to provide ongoing support and advice.
- Attend and represent the organisation at occasional events and functions as needed.

Skills Needed:

- A passion for historic buildings and places, with a deep appreciation for their cultural and historical significance.
- Excellent chairing skills to effectively lead formal meetings with a large number of participants.
- Outstanding communication and interpersonal skills to engage effectively with fellow Board members, sub-committee members, staff, volunteers, and external stakeholders.
- Capacity to think strategically and contribute to the development and implementation of the organisation's strategic plan, ensuring alignment with its mission and objectives.
- Willingness to dedicate the necessary time and energy to fulfil the responsibilities of the role, including attending Board meetings and organisational events as required.
- A strong commitment to the mission, values, and strategic goals of Historic Buildings & Places, along with the willingness to actively contribute to its success.

CHAIR OF TRUSTEES RECRUITMENT FAQ

1. Do I have to be an expert in historic buildings?

No, you don't need to be expert, but you do need to have a keen interest in, and general knowledge of buildings, and historic environments. You will be joining a group of people who have a real passion and expertise for this area of heritage.

2. I have never been a Chair of Trustees before, is that a problem?

No, we think we would be a great Charity for your first experience as Chair of Trustees. We are at an exciting time of thinking about our future, so we need new ideas and energies, so we would like you to have experience of being a Trustee, of leadership and management, to help that process work smoothly.

3. How much time do I have to give?

The minimum is 4 meetings a year of 2 – 3 hours each (which may be in person or on-line). In addition as Chair you will have a close working relationship with the Director, whom you will meet in between Board meetings, in order to support their work. Papers are circulated in advance but preparation is needed to be able to contribute to the discussions and decision-making.

4. What do I gain from becoming a Trustee?

The organisation Reach Volunteering has highlighted 5 benefits people get for their career from becoming a Trustee:

1. Contributing to a great cause
2. Strategic experience
3. Professional networks
4. Developing skills and experience
5. Team working

Read more here: <https://reachvolunteering.org.uk/blog/five-career-benefits-trusteeship>

You will also be able to receive the benefits of membership of HB&P.

5. What skills are you looking for?

We are particularly seeking people whose skills lie in:

- Management and governance;
- Strategic and creative thinking;
- Representation of the charity and advocacy.



HISTORIC BUILDINGS & PLACES

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Historic Buildings & Places is the working name of the Ancient Monuments Society, a registered charity in England and Wales (no. 209605).