



HISTORIC
BUILDINGS
& PLACES

VOLUNTEER TRUSTEE RECRUITMENT PACK

2023

INTRODUCTION FROM CHAIR OF TRUSTEES AND THE DIRECTOR

Help us lead an organisation that next year will celebrate its 100-year milestone.

It has never been a more exciting time to become a Trustee of Historic Buildings & Places (formerly known as the Ancient Monuments Society). After completing a rebranding in 2021, the charity is now focused on the future and developing a strategy for the next 100 years and beyond.

Amidst the challenges presented by changing work patterns and the climate emergency, the adaptation of buildings in the UK is under increasing pressure. HB&P is dedicated to ensuring that our heritage buildings and places are prepared for the future, while also supporting local communities in making necessary changes while preserving these cherished assets.

Our engagement programme has recently expanded, offering more events and publications, and we are actively seeking to involve more members to support our work. Additionally, we are exploring avenues to further our mission of helping people gain a better understanding of the buildings in their surroundings.

As a Trustee, you will play a vital role in setting our strategic direction with your fellow Trustees and supporting the staff team to ensure the successful delivery of the charity's mission, all within an informed, friendly and professional environment.

We eagerly await your application and the opportunity to get to know you better. Join us as we embark on this exciting journey towards a more sustainable and heritage-rich future.

Giles Quarme: Chair 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 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 and an annual journal, visits and talks and we are looking forward to celebrating our Centenary next year with an exciting programme of special events.



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 A TRUSTEE AT HB&P

‘Trustees have overall control of a charity and are responsible for making sure it’s doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run.’

The Charity Commission for England Wales

We are looking to add four new (shadow) Trustees to help us run the charity, supplementing and widening the skills, expertise, and experiences already present on the board whilst bringing fresh perspectives. Previous experience as a Trustee is not required. Being a Trustee is a voluntary appointment and is not paid.

These four new people will join a board of 12 members drawn from England and Wales, sharing a keen interest in Historic Buildings. All Board members will be expected to serve a maximum of 2 terms, each lasting 3 years. We are currently in the process of updating the governance of the charity, which will introduce limits for how long Trustees will serve on the Board as we are creating an Incorporated Charity, to give Trustees additional protection. These new Trustees will be Shadow Trustees until the new body is established, when they will automatically become full Trustees of the new charity.

The charity has a dedicated staff team responsible for leadership and delivering the listed building casework, marketing, membership, and finance. The Board of Trustees is not directly involved in the day-to-day running of the charity but should work to support staff in carrying out their duties effectively.

We are seeking individuals with skills in strategic and creative thinking; environmental sustainability; digital and physical engagement; and income generation. We believe these skills will be crucial as we aim to grow the charity over the next 5 years.

Additionally, we have a specific interest in recruiting Trustees from Wales, individuals under 35, and those who will bring a different perspective to the board.

THE COMMITMENT REQUIRED

The Board meets four times a year, typically for about 2-3 hours on a weekday afternoon. All meetings are 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.

Board members have the opportunity to join sub-committees if they wish. These focused groups are dedicated to more detailed work on finance, casework, and engagement. The sub-committees generally meet online or in a hybrid format four times a year but the Casework Committee may meet more frequently as necessary.

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.

TRAINING AND SUPPORT

New Trustees will undergo a comprehensive induction process, which will include meeting the staff and briefings on the responsibilities and duties as Trustees. They will also receive ongoing support and mentoring, facilitated through a 'buddy' system pairing them with an existing Trustee who can offer the appropriate guidance and assistance.

Furthermore, if any prospective Trustee feels they would benefit from additional support or training in their role, we are more than willing to arrange that for them. They will have the opportunity to work closely with the Director to ensure they have all the necessary resources and guidance.

Lastly, for Trustees who prefer to attend meetings in person, we will provide travel expenses to facilitate their participation.

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 so that candidates can get to know us in addition to us being able to assess if they have the skills and knowledge for our future.

Those invited for an 'interview' will be asked to talk briefly to summarise what they see as the challenges we might face 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.
- Good judgment and clear vision.
- Creative thinking.
- Willingness to be an active part of the team and actively contribute to discussions.
- Acceptance of the legal role of a Trustee (we will help you understand the legal responsibility a group of Trustees undertake, and you can find out more [here](#)).

To apply for the role of Trustee, please send an email with a covering letter and CV to office@hbap.org.uk by 18 October 2023.

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 in October or November 2023.



ROLE DESCRIPTION: TRUSTEE

Historic Buildings & Places is a registered charity and amenity society dedicated to the preservation, promotion, and enjoyment of historical buildings and places. As a Board Member you will have a unique opportunity to contribute your expertise, insights, and passion to support the organisation's mission and strategic objectives.

Responsibilities:

Governance and Strategic Direction:

- Attend Board meetings and actively participate in discussions and decision-making processes relating to the organisation's governance, policies, and strategic direction.
- Contribute to the development and implementation of the organisation's strategic plan, ensuring alignment with its mission and charitable objects.

Expertise and Support:

- Offer your professional knowledge, skills, and experience to provide guidance and support in your area of expertise, both within the Board, in the sub-committees (as appropriate) or in conversations with staff.
- Act as an advocate for the organisation, using your networks and connections to promote its work, engage stakeholders, and foster partnerships.

Financial Oversight:

- Participate in discussions and decision-making relating to the organisation's financial matters, ensuring the effective stewardship of resources and supporting fundraising activities.

Requirements:

- A passion for historic buildings and places, with a deep appreciation for their cultural and historical significance.
- Expertise, skills, or experience in a specific area relevant to the organisation's work.
- Strong communication and interpersonal skills, with the ability to collaborate effectively and build relationships with diverse stakeholders.
- Availability to attend Board meetings and other organisational events as required.
- Commitment to the organisation's mission, values, and strategic goals.

ROLE DESCRIPTION: TRUSTEE

Skills Needed:

- Passion for the Heritage and an appreciation for historic buildings and places.
- Expertise, skills, or experience in a relevant area with a particular emphasis on aspects such as events, fundraising, marketing, advocacy, strategic thinking, creativity, or the built environment.
- Excellent communication and interpersonal skills to effectively engage 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 contribute to discussions on financial oversight.
- 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, and the willingness to actively contribute to its success.

Please note that this role is voluntary and unpaid (travel expenses in appropriate circumstances will be met).



TRUSTEE 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 an interest in, and general knowledge of buildings, and historic environments. You will be joining a group of people who have a real passion for this area of heritage.

2. I have never been a Trustee before, is that a problem?

No, we think we would be a great Charity to become a Trustee of for your first experience. We are at an exciting time of thinking about our future, so we need new ideas and energies, which new Trustees will bring.

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 online), but you can be more involved if you wish (such as sub-committees that may also meet up to 3-4 times per year). 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>

5. What skills are you looking for?

We are particularly seeking people whose skills lie in:

- strategic and creative thinking;
- environmental sustainability;
- digital and physical engagement; and
- income generation.

But if you feel you have other skills which also would benefit HB&P, do get in touch in the first instance with the Director.



HISTORIC BUILDINGS & PLACES

Historic Buildings & Places
St Ann's Vestry Hall, 2 Church Entry, London, EC4V 5HB

020 7236 3934 | office@hbap.org.uk | www.hbap.org.uk |   

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