



**Heritage Trust Network
Board member recruitment
2021**



Heritage
Trust
Network

Join our Board!

Thank you for your interest in joining the Board of Directors of Heritage Trust Network. This document is intended to provide all the information you need to decide whether you wish to apply. If you have further queries, please email our Chief Executive, David Tittle at david.tittle@heritagetrustnetwork.org.uk. David can respond directly to your email or call you back if you prefer.

About the Network

Heritage Trust Network brings together some of the most diverse and exciting social enterprises and charities in the UK; independent community-based organisations that are saving, restoring, and managing historic buildings, parks, gardens, canals and railways. The scale at which our members operate is extremely varied including national organisations like Landmark Trust and the National Trust, substantial single-site operations such as Wentworth Woodhouse, city or county-based trusts with a portfolio of sites and smaller, single-site organisations restoring and caring for a single building. Take a look at our Annual Review document for some examples or visit [our website](#).

Bringing old buildings and spaces back to life brings joy and prosperity to so many people. It restores local pride and identity and creates jobs, workplaces, visitor attractions, educational facilities, arts venues and more. There are thousands of people undertaking this amazing work, either professionally or as volunteers, in all parts of the UK. Heritage Trust Network is their membership body. Our membership includes both organisations specifically set up to save historic sites and community organisations that deliver other types of services and have chosen to operate from historic buildings and spaces. We also welcome individuals, businesses and local authorities that support local heritage action.

Networking and peer-learning is our core operating principle. We organise conferences, site visits, meetings and online resources where members can exchange experiences, learn from each other and meet experts and funders. Our network of branches, led by members, in the countries and regions of the UK plays a key role in this.

We...

- encourage people to get involved in saving local historic buildings and places by forming new community organisations or working through existing ones,
- support these organisations to restore and reuse local heritage by providing information, advice, training, networking, and peer learning,
- champion the work and raise the visibility of community heritage organisations and highlight the range of public benefits they provide,
- advocate for a legislative, policy and funding environment that facilitates grassroots action for heritage.

Thanks to funding from the National Lottery Heritage Fund and the government heritage agencies of the four countries of the UK, the Network is going through a period of unprecedented transformation and growth. We are using digital technologies to maximise our influence and effectiveness, reviewing and transforming our service offer, and making our organisation more financially sustainable. The Network currently has over 470 members. We have a staff of four, with a fifth employee joining us in August.



Network Numbers

478 Members (up 20% in the past 6 months)

In 2020-21:

448 independent heritage organisations supported

41 learning and networking events

1,113 event attendees

24 Newsletters issued



Message from our Chair, Liz Bates

Thank you for your interest in becoming a trustee of Heritage Trust Network.

The Network supports not for profit organisations across the UK who are working to rescue historic buildings and sites at risk for the benefit of their communities. We have a membership of over 470 and we are experiencing a rapid rate of growth due to the investment we have recently made in our services and staff team.

The value of community led regeneration that harnesses the character and history of a place to bring about positive change has been demonstrated by the building preservation trust movement since the 1970s and the Network's membership collectively has an impressive track record. We have found that the types of people and organisations wanting to get involved and the initiatives they are delivering has diversified hugely in the past 10 years and the Network seeks to celebrate and encourage that diversity further in a post COVID world.

This is a grass roots movement, and Heritage Trust Network encourages and facilitates peer to peer learning, networking, training and support. Our members learn a great deal from each other, and the mix of not-for-profit organisations, commercial supporters, strategic partners and individual members gives them access to a wide range of advice and information.

As a Board member, you will be able to play a key role in the further development of the Network and you could not be joining at a more critical or exciting time. You will be working directly with our Chief Executive and the other members of the Board, and we are seeking new trustees who will bring a fresh perspective, complementary expertise and an enthusiasm for the aims of our charity. You may not yet have any experience of the heritage sector and please don't discount yourself on that basis. We are very interested to hear what you would bring to the role.

Liz Bates

Chair





Message from our Chief Executive, David Tittle

I am really pleased that you are thinking of joining our Board. I have been in post as Chief Executive of the Network for just over a year. My appointment as the Network's first Chief Executive, supported by Historic England reflects our ambition to transform the organisation and grow our membership. Alongside my appointment, *Unlocking the Power of Communities*, a major project supported by the National Lottery Heritage Fund, is enabling us to fully embrace digital technology, launch an ambitious programme of events and make our network of branches even more effective.

From the start I was struck by three things about the Network:

- the amazing diversity of work carried out by our members, which goes way beyond the conservation of the historic environment and has all sorts of economic, social, cultural and environmental benefits.
- that the key activity of the Heritage Trust Network is peer support and learning. We do not have, and do not intend to have, a large team of advisers to support members, instead we facilitate members to exchange experiences and learn from each other and other experts in the field.
- what a friendly, helpful and supportive Board we have.

I joined the organisation during the first lockdown, and, at the time of writing, we are not totally free from COVID19 restrictions, but I have been impressed by how resilient and creative our members have been in dealing with this crisis. In on-screen meetings and in the few in-person encounters I have managed to arrange in this time, I have been privileged to meet some of the amazing volunteers and staff members that lead our member organisations. I have seen that getting involved with the rescue, restoration and management of historic buildings and spaces is a challenging, but ultimately hugely rewarding, experience through which people develop and grow in all sorts of unexpected ways. Our Network is about people; the volunteers and staff involved in our member organisations, partners and supporters, but also a much bigger network of local people, visitors, tenants, customers, suppliers, experts and officials that each of our members interacts with.

The Board members and staff team, in collaboration with the members, have set an ambitious strategy for the organisation but there are many details to be worked out, and many challenges that will be encountered on the way. Board members have an important role to play in navigating the organisation through that journey.

David Tittle

Chief Executive

The role

Heritage Trust Network exists to help our members succeed. To help them turn historic buildings and spaces into valuable and vibrant community assets. The Board is here to ensure we are doing the very best we can to achieve that aim.

The Board and staff work as a team in an open and transparent way to improve the way the organisation works and better serve our members. Many current Board members are heritage professionals, with relevant, practical experience of the issues that members are facing. The culture of the Board is positive, friendly and inclusive.

Heritage Trust Network is a company limited by guarantee and a registered charity. Members of our Board are therefore directors of the company and trustees of the charity, although we tend to refer to them as trustees. Board members serve for three years, extendable to six and exceptionally to nine.

The Board discuss and take key decisions about budget setting, recruitment, new projects, funding applications and the Network's strategic direction, advised by the Chief Executive and staff team. The Board provides scrutiny to the Chief Executive ensuring that the organisation is keeping to its plans, strategies and budgets (or agreeing not to), fulfilling its charitable objects and keeping within the law. As company directors the Board members owe a duty to act in the best interests of the company and to avoid any conflicts of interest.

Expenses

This is a voluntary role and there is no payment for Board members, but any reasonable, out-of-pocket expenses, for example for travel to meetings, will be reimbursed. If claiming expenses in arrears is a problem, an advance can be made.

Commitment

We expect you to attend four Board meetings each year. These will be a mix of in-person and online meetings and there will always be an option to attend online. We manage to keep our online meetings to two hours. In-person meetings may take a bit longer.

Board members are strongly encouraged to attend the Network's Conference which this year will take place in Coventry on 19th November. This is an annual highlight, and is regarded by many members as more of a 'family reunion'.

We hold additional optional meetings and trustee workshops as the need arises. There will be no more than one of these each month. Board members can also choose to get involved in sub-committees to take forward issues or areas of work, to attend branch meetings or other Network events or workshops. From time to time we will email the trustees to get feedback on a particular issue.

Support and training

A full induction will be organised for our new board members including time with the Chair, Chief Executive and staff team. This should take no more than three hours. New Board members will also be encouraged to visit members and their heritage sites.

Why we are recruiting

The Board currently consists of eight people drawn from our members and other professionals working in the field. We are recruiting four new board members to:

- ensure continuity as some of our existing trustees will come to the end of their terms in the next two years
- bring greater diversity to the Board
- bring additional skills and experience
- fill the vacant position of representative director for Northern Ireland (see below).

What we are looking for

We want to recruit a mix of Board members, some from within the Network's membership and some who can bring a fresh perspective from elsewhere in the private, voluntary and public sectors. We value board members who can make a creative contribution into discussions around the ambitions of the Network and the challenges it faces.

Like many heritage organisations we face challenges around diversity and inclusion. However, the Board and staff team are committed to meaningful change and to inspire change in our members. We want to diversify the membership of the Board to bring in more people of colour and people with disabilities.

We would like to encourage at least one young person (under 30) to join the Board. If there is a suitable young person who does not yet feel ready to take up a full company director position, we would be happy to invite them to meetings as a 'shadow' or trainee member.

One appointee, who will be the representative director for Northern Ireland, should be based in Northern Ireland.

Based on a recent audit of our skills and networks, we are keen to recruit board members with knowledge and experience in organisations providing business-to-business support services, both digitally and in-person, marketing and communications, including outreach to new audiences.

We want to encourage applications from London and the South West and East of England, as we currently have limited representation from these areas.

Representative Director for Northern Ireland

Our constitution allows for the Board to include 'representative directors' for each of the four parts of the UK. These are not representatives in the sense of being delegates from the members in each nation; they are there to ensure that an understanding of the heritage, cultural and community sectors and the policy context in each nation is brought to Board discussions. The Representative Director for Northern Ireland could be from one of our members or not. Either way they should have a good awareness of heritage, culture, community and regeneration issues facing Northern Ireland.

We currently have 22 members in Northern Ireland and a new part-time Development Officer for Northern Ireland will start work in August.

Equality and diversity

Heritage Trust Network recognises the value that people from all backgrounds can bring to the heritage sector. It is important that the way we support community heritage regeneration reflects the diverse histories, cultures and interests of all the localities in which we work. A diverse, representative staff team, Board and cohort of branch volunteers, where views are valued and championed, will enable HTN to achieve this. Heritage Trust Network is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss what we need to do to enable you to fulfil the role.

Recruitment timetable

19/7/21	Opportunity advertised
16.00 12/8/21	Online event for potential applicants
12.00 noon 23/8/21	Deadline for applications
31/8/21 – 10/9/21	Interviews
13/9/21	Selection meeting
23/9/21	First board meeting for new appointees in Lincoln (with option to attend online)

How to apply

1. Read the information in this pack in full
2. Complete the online application form by 12.00 noon on 23rd August 2021

Click this link or paste it into your browser: <https://www.tfaforms.com/4919648>

3. Complete the separate and anonymous online equal opportunities monitoring form by the same date.

Click this link or paste it into your browser: <https://www.tfaforms.com/4919652>

If completing an online form presents a problem for you, please get in touch.

Also included with this pack:

- Network Annual Review 2019-20
- How to be a Trustee, a guide from Getting on Board





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