



CHANCE HERITAGE TRUST

Construction Director Role description (JD2)

About the organisation: Chance Heritage Trust (CHT), formerly the Chance Glass Works Heritage Trust, was formed in March 2015. It is a Community Benefit Society, with the aim of restoring the historic buildings on the Spon Lane site and enriching their status in being of great historical and cultural significance.

The Objects of CHT are to promote and procure for the public benefit:

- the conservation, protection and enhancement of the buildings and other assets of cultural and heritage value within a defined area;
- the advancement of education concerning the social, economic and architectural history and heritage of the buildings and the area; and
- the physical and economic regeneration of the buildings and the area together with the associated development of new skills and employment opportunities.

The Trusts vision is to:

“Regenerate Chance Glass Works to protect and celebrate its highly significant industrial heritage to act as a beacon of hope and create a new vibrant, urban community generating employment, training, learning and leisure opportunities for all.”

The Trust intends to fulfil its regeneration objects by:

- Letting space within the buildings, when restored, on favourable terms to businesses in order to create business training and re-training opportunities for budding entrepreneurs and particularly unemployed people in the *locale*;
- Providing and maintaining recreational facilities and public amenities in the restored buildings at low or nominal rents or hire fees, including serviced space where community groups may meet and carry on a variety of activities;
- Provision within the restored buildings for education, training and re-training opportunities, volunteering and work experience, especially for the area’s unemployed;
- Providing and maintaining and, where necessary, improving recreational facilities in and around the restored buildings for the wider public to enjoy; and
- Preserving the buildings, which are of historic and architectural importance.

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Chance Heritage Trust Limited a charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014 with registered number 8180.

Role title: Director (with Construction Experience)

Direct report: This Director role will work with the other members of the Director Board and with the Project Organiser. Where necessary the Director will report to the Chair or other nominated Director depending on the work to be undertaken.

Location: The majority of meetings will be held in the local area, including site visits.

Purpose of the Role: CHT intends to submit a first round application to the HLF for Development Phase funding. This will enable CHT to develop Phase 1 of the masterplan, to securing planning and listed building consent, prepare a Conservation Management Plan, Full Business Plan, Activity Plan and other necessary supporting documents. The aim is to start site assembly negotiations during this phase and to have acquired the necessary legal ownership by the time the Delivery Phase commences (which is the repair and conversion of a number of the historic buildings).

CHT is now seeking to appoint a Director to supplement its existing Board. A skills audit of existing Directors has been undertaken and a number of gaps have been identified including the need for a local community representative. The main purpose of this role will be to support CHT with approaches to include the local community, support any proposed community consultation and to grow links with relevant local partners.

General responsibilities of Directors

Becoming a Director can be an exciting and fulfilling role. The role of a Director is to ensure that CHT fulfils its duty to its beneficiaries and delivers on its vision, mission and values.

The Board of Directors are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The statutory duties of all Directors include ensuring that:

- The charity is carrying out the purposes for which it is set up;
- It complies with the governing document and the law;
- The board acts in the charity's best interests;
- Directors manage the charity's resources responsibly;
- Directors act with reasonable care and skill;
- The charity complies with statutory accounting and reporting requirements; and
- Jointly with other Directors, hold the charity "in trust" for current and future beneficiaries.

Specific responsibilities for the Construction Director Role

- To support and advise on project development proposals for the refurbishment of the historic buildings;
- To oversee the development of the design proposals and securing planning and listed building consent;
- To advise on the development of contractor tenders and procurement;
- To act as Project Sponsor for the Delivery Phase and advise, where appropriate, on issues arising during the refurbishment of the buildings, whilst the contractor is on site;
- To support the procurement of and negotiations with potential Development Partners; and
- During the Operational Phase advise on maintenance and management issues relating to the historic buildings and where appropriate wider site matters.

Ideally, the Construction Director should have a professional qualification in engineering, surveying, project management or other similar qualification or have hands on building construction experience.

The above list of duties is indicative only and not exhaustive. The Director will be expected to perform all such additional duties as are reasonably commensurate with the role.

Time commitment: At present the Board of Directors meets 5 times a year for two to three hours on a weekday morning. It is intended that up to three sub-committees will be established to support the development of the project and each Director will be asked to sit on at least one committee, which will also meet either monthly or bi-monthly. There are occasional other time requirements, for example, to visit other projects to understand lessons learned and also specific individual meetings to promote the role of the Trust.

Directors terms are for three years and can be extended for a further term if agreed.