

Updated 15.11.2023 – highlighted in yellow

## Trustee for Scotland – recruitment pack

Thank you for your interest in joining the Board of Directors of Heritage Trust Network as the Trustee for Scotland. 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](mailto:david.tittle@heritagetrustnetwork.org.uk).

If you have queries about our work in Scotland please email our Development Officer for Scotland, Sarah Pearce [sarah.pearce@heritagetrustnetwork.org.uk](mailto:sarah.pearce@heritagetrustnetwork.org.uk)

David and Sarah can respond directly to your email or you can request a call back for a telephone conversation.

## About the Network

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 Scotland and the UK. Heritage Trust Network is their membership body.

Heritage Trust Network brings together some of the most diverse and exciting social enterprises and charities in Scotland; 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 the Scottish Historic Buildings Trust, substantial single-site operations such as Govanhill Baths, city or county-based trusts with a portfolio of sites and smaller and single-site organisations restoring and caring for a single building.

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. Visit [our website](#) to find out more.

Networking and peer-learning are at the core of what we do. We organise conferences, site visits, meetings and online resources where members can exchange experiences, learn from each other and meet experts and funders. Volunteers from our membership, in the four nations the UK, play 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 nations of the UK, which in Scotland includes Historic Environment Scotland and the National Trust for Scotland, the Network is going through a period of unprecedented transformation and growth. We are currently in the development phase of a National Lottery Heritage Fund project which

will develop our work over the next five or six years. 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 807 members. We have a staff team of seven people.

In Scotland we have a Development Officer for Scotland and a Heritage Trainee.

*"Joining the Heritage Network Trust means I'm part of a knowledgeable and supportive team both when it comes to the work of the Network and my own personal development." – Minder Athwal, trainee trustee since 2021*

## Network numbers

807 Members

**In the past 12 months:**

32 learning and networking events

1377 event attendees

169 cases of support and advice to members recorded

24 Newsletters issued



*"Since becoming a Heritage Trust Network trustee I have been struck by just how friendly and supportive the Network is. The membership draws upon its vast experience to provide positive solutions to the queries and challenges that a member organisation posts on the online community." – Adam Hitchings, trustee since 2019*



## Message from our Chair, Jeremy Fenn

Thank you for your interest in joining the Heritage Trust Network Board.

The Network supports not for profit organisations across the UK who are working to repair and find new uses for historic places at risk for the benefit of their communities. We now have a membership of over 800 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 community organisations wanting to get involved and the initiatives they are delivering has diversified hugely in the past 10 years. The Network seeks to celebrate and encourage that diversity further in a post COVID world and actively engaging new communities will be an important part of our work over the next few years.

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 will be joining at an exciting time, as we initiate our new project, Essential Networks. You will be working directly with our Chief Executive and the other members of the Board, and we are seeking a new trustee 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, but please don't discount yourself on that basis. We are very interested to hear what you would bring to the role.

Jeremy Fenn

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 three and a half years. 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, has enabled us to fully embrace digital technology, launch an ambitious programme of events and make our network even more effective. We are now focussing on our Essential Networks development year across the UK and our Resilient Networks programme in Scotland and are very excited for the future.

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 I was impressed by how resilient and creative our members were in dealing with that crisis. In on-screen meetings and in the in-person encounters I have had since then, 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 on that voyage.

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.

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 other Network events or workshops. From time to time we will email the trustees to get feedback on a particular issue.

## Scotland Committee

We also have a national Scotland Committee, which is made up of individuals from the wider Network membership who help to guide the staff and activity in Scotland. This group meets primarily online, at quarterly intervals for up to 90 minutes, and is currently undergoing a process of renewal with new people joining the committee. To date, the Scotland Trustee has chaired these meetings and involvement from the new trustee is encouraged, however, the Scotland Development Officer could take on this role or a Committee Chair could be sourced if needed.

*"As a member of this Network you get the benefit of the knowledge and expertise of your peers. As a trustee you get to pay that forward. You'll be challenged and inspired in equal measure."*  
– Liz Bates, retiring Chair and trustee since 2016



## Support and training

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

*“Becoming a member and eventually a trustee of Heritage Trust Network was like walking into a warm and friendly pub on a cold rainy night. I immediately felt welcome and supported by an amazing team who shared a similar passion and determination to preserve our heritage assets for generations to come.”*

– Hopwood DePree, trustee since 2018

## Why we are recruiting

The Board currently consists of twelve people drawn from our members and other professionals working in the field. Our current Trustee for Scotland has reached the end of their six year term on the Board. The person appointed could come from any of our membership types.

## What we are looking for

We want to ensure 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 Board, so it properly represents all of the UK’s communities.

We prefer to have at least one young person (under 30) on 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 trainee trustee.

*“As a Trainee Trustee I deepened my understanding of governance, supported and advised on the Youth Forum and Digital Heroes Project. I’ve also grown in confidence, learning from the other board members more about heritage preservation across the UK.” – Fleur Elkerton, Trainee Trustee since 2021 and full trustee since 2022.*

Based on a recent trustee skills audit, we welcome applications from people with knowledge and experience in human relations and staff development, delivering professional training programmes and commercial income generation. These are not essential requirements, so please do not be discouraged if you do not have experience in these areas.

## Diversity and Inclusion

Heritage Trust Network recognises the value that people from all backgrounds 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.

*“I’ve been really grateful to become a Trustee of the Network to help shape how we can support our members to save loved heritage throughout the UK. Becoming a Trustee has helped me to develop as a professional and influence heritage policy.” – Alice Ullathorne, Trustee since 2022*

## Recruitment timetable

6 <sup>th</sup> November 2023	Opportunity advertised
27 <sup>th</sup> November 2023, 12 noon	Deadline for applications
Week commencing 4 <sup>th</sup> December 2023	Interviews
Week commencing 11 <sup>th</sup> December 2023	Applicants notified of decision
3 <sup>rd</sup> – 12 <sup>th</sup> January 2024	Induction meetings
16 <sup>th</sup> January 2024	First board meeting for new appointee (online)

## How to apply

1. Read the information in this pack in full
2. Complete the online application form (\*see below) by 12.00 noon on 27<sup>th</sup> November 2023  
Click this link or paste it into your browser: <https://www.tfaforms.com/5096318>
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/5096320>

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

Also included with this pack:

- How to be a Trustee, a guide from Getting on Board

\*The online application form will ask you two main questions which you may want to think about and draft answers to in advance. Both have a limit of 500 words:

### ***Tell us about yourself***

*Please summarise what knowledge and experience you have that is relevant to this application including employed and voluntary roles, education and interests.*

### ***Personal statement***

*Please outline below why you are applying for this role and why you are a suitable candidate.*

