



## HISTORIC BUILDINGS & PLACES

### DIRECTOR OF HISTORIC BUILDINGS & PLACES

(working name of Ancient Monuments Society - charity no. 209605)

#### POST ON OFFER FROM OCTOBER 2022

This is an exciting opportunity for a dynamic and diplomatic person who is ready to play a leading role in heritage conservation. Historic Buildings & Places (HB&P; formerly known as Ancient Monuments Society) is a charity, one of the six National Amenity Societies required to be consulted by local planning authorities whenever partial or complete demolition of a listed building is proposed. We are unique among the Amenity Societies in dealing with historic buildings of all ages and types. The Charity was founded in 1924 (so we will be celebrating our centenary in 2 years' time). We receive around 9,500 consultations a year and return over 800 responses. We have helped to save hundreds of historic buildings from mutilation or loss, often working in partnership with the other National Amenity Societies. More details on our website at [www.hbap.org.uk](http://www.hbap.org.uk)

We have recently adopted a new working name as part of our comprehensive rebrand which has been designed to make our mission clearer to all concerned with the built heritage of England and Wales. We are now looking for a new Director to build on the rebrand, raise our profile and increase our membership to make our outreach more effective and our range of influence more readily understood and acknowledged. As Director, you will need to have broad knowledge and experience of historic buildings conservation, management and re-use. In engaging with the heritage sector, you will demonstrate commitment and diplomacy in leading campaigns, working with the national statutory bodies, Historic England and Cadw, and with our fellow amenity societies, local planning authorities, private sector consultants and property developers, local campaigners, journalists and politicians. You will lead and support a small staff team with tact and enthusiasm. You will engage positively with the over-2,000 members of HB&P and work closely with the Board of Trustees who govern the charity.

#### The Job

<b>TITLE</b>	Director of Historic Buildings & Places
<b>SALARY</b>	£40,000 to £45,000 depending on experience + pension (matched up to 6%)
<b>CONTRACT</b>	Full-time (35 hours/week), permanent, with occasional weekends and evenings
<b>LOCATION</b>	Central London (mainly office-based; an element of homeworking may be possible)
<b>REPORTS TO</b>	Chairman of the Board of Trustees

## **Summary of Responsibilities**

You will be chief executive of a charity with a high public profile and a small staff and play a crucial role in ensuring its wellbeing and financial health. You will take day-to-day responsibility for the conduct and performance of the charity and will report directly to the Board of Trustees. As the principal public face of HB&P you will ensure that high-quality and authoritative statutory casework is carried out. You will also represent the charity at heritage events, especially those where Historic England, Cadw, the National Amenity Societies, government ministers and other decision-makers are involved. HB&P plays a vital part in education and guidance on the built environment and the Director has a key role in determining the direction that the Charity must take in fulfilling its mission. You will be responsible for the overall stewardship and development of the charity and for the day-to-day management of programmes and staff, while ensuring productive relationships with trustees, members of the Society and a wide range of consultees and partners in heritage management.

## **Duties in detail**

### **Casework and campaigning**

- Ensuring that the Charity's casework is effectively and efficiently carried out, principally by overseeing and supporting the work of the caseworkers and attending casework committees
- Taking the lead in important cases and matters of policy relating to the historic environment, including attending meetings of the Joint Committee of the National Amenity Societies, HEF and IHBC and liaising with Historic England
- Overseeing and supporting the work of the Marketing & Communications Officer to develop social media and other means of raising the profile of the Charity
- Compiling statistics and reports for funding bodies and for the annual report.

### **Finance & Premises Management**

- Overseeing the Charity's financial management in conjunction with the Hon Treasurer
- Managing day to day finance and overseeing the work of the Membership & Finance Manager
- Drawing up the annual budget in collaboration with the Hon Treasurer and Chairman
- Monitoring income and expenditure against budget and taking appropriate action
- Preparing the annual report and accounts for audit and for approval by the Board of Trustees
- Liaising with the auditors and Charity Commission on the annual accounts
- Applying for and claiming grants (especially HE and Cadw) for casework and projects
- Liaising with the Charity's bankers and investment advisers
- Managing the office at St Ann's Vestry Hall, including supervising repairs and maintenance
- Overseeing the ownership and tenancies of 19 Causeway, Horsham, Sussex in liaison with managing agents.

### **Staff, governance and management**

- Leading the staff, including overseeing working conditions and performance
- Conducting annual performance reviews with staff
- Recruiting new members of staff and ensuring employment contracts are prepared
- Ensuring, with the trustees, that the Charity's charitable objectives are being met, particularly by arranging and attending Board meetings (usually 4 or 5 a year)

- Reviewing policies, managing risks and ensuring that the Charity meets its legal, statutory and regulatory responsibilities
- Ensuring compliance with all relevant employment and charity law and recognising the conditions of grant givers
- Supervising occasional updating or revision of the constitution.

#### **Development**

- Helping to plan and implement the future development of the Charity
- Drawing up and maintaining 3-year plans for the Charity
- Arranging occasional away-day conferences for Trustees on policy
- Taking part in fundraising if required
- Overseeing and updating the Charity's computer network and website (working with IT staff).

#### **Education**

- Liaising with the editors and printers of our magazine *Heritage Now* and our annual journal, *Journal of Historic Buildings & Places* and providing input
- Ensuring publications appear on time (magazine currently 3 times a year; journal in the Spring)
- Working with the staff and trustees to produce a programme of events and activities throughout the year including lectures, visits and the AGM
- Helping to administer the annual Stephen Croad Essay prize
- Writing about and giving occasional lectures on the work of HB&P.

#### **Members**

- Ensuring that the members of the Charity receive a high quality of service
- Overseeing and supporting the work of the Membership & Finance Manager
- Organising the AGM: correspondence, pre-visits, catering, av equipment, speaker etc, preparing all necessary paper.

#### **Representation**

- Representing the Charity in the media, in public and with external partners and occasionally at public inquiries.

The Director is expected to perform such additional duties as are commensurate with the role.

#### **Person Specification** (either essential or desirable)

##### **Experience**

- Educated to degree level or equivalent in an appropriate subject
- Broad knowledge of and enthusiasm for British architecture and cultural history
- Experience in the leadership and management of staff and volunteers and of the control of finances and administration, especially in a similar environment
- Experience in working with charities and trustees
- Knowledge of the planning system, particularly as it relates to the historic environment, and a commitment to the principles of the conservation movement
- A good level of computer literacy (Word, Outlook Express, Excel)
- Experience of managing simultaneous projects.

### **Personal attributes**

- Interest in and commitment to the aims of the Charity
- Confidence, energy and enthusiasm
- Self-motivation, and the ability to work decisively under pressure alongside the temperament to work cooperatively within a team or committee structure
- A flair for administration and a good business sense
- Ability to communicate well and enthusiastically, in writing and in speech, with a variety of people and bodies, including some who may not share your views
- Ability to work in a very small friendly team, or sometimes alone in the office
- Ability to deal sensitively and sympathetically with a wide range of people
- Ability to think strategically, while not losing touch with day-to-day detail
- Ability to think creatively.

While candidates might not possess all the experience or attributes listed above, the Charity will be keen to consider applicants who believe that they have relevant strengths to offer.

### **Conditions of employment**

There will be a six-month probationary period, after which the employment may be terminated by either party giving three months' notice. The Director will be based at St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB or at such other place as the Charity may reasonably require. Some homeworking may be permitted. The office is a delightful if quirky Grade II listed building situated in a quiet lane near Blackfriars Station and St Paul's Cathedral. It is convenient for public transport by tube, overground rail or bus. Normal hours of work will be from 9.30am to 5.30pm, Monday to Friday, or as agreed with the Chairman. However, the Director attends the AGM, Board of Trustees, and other meetings, which sometimes take place outside normal working hours. In addition, some outside events at which the Director represents the Charity happen in the evenings or at weekends. Time off in lieu is given for attendance at out of hours meetings and events.

The annual leave allowance is 25 days (excluding Bank Holidays). In addition, the office is closed from Christmas Eve to New Year's Day. The salary will be £40,000 to £45,000 depending on experience. In addition, the Charity is prepared to match a sum up to 6% of the gross salary into the NEST pension scheme. Salaries are reviewed annually.

### **How to apply**

Please apply either via Guardian Jobs online or email the Charity directly either using our application form or sending a CV, including a supporting statement which fully addresses the criteria set out in the person and job specification. The Job Description and Application are available on our website at <https://hbap.org.uk/about-us/job-opportunities/>. We expect that the information you give will be, to the best of your knowledge and belief, true and complete. If you give any information which you know is false, or if you withhold relevant information, your application may be rejected or, if you have already been appointed, it may lead to your dismissal. We also require the names and contact details of two referees, one of whom should be your current or most recent employer. References will only be taken once your permission has been granted. We prefer electronic applications. Please email your application to: [recruitment@hbap.org.uk](mailto:recruitment@hbap.org.uk)

### **Timetable**

**Closing date for applications, Friday 30 September 2022 (midnight)**

Candidates shortlisted and invited for interview by 7 October

**Interviews TBC – probably in week beginning 10 October 2022**

NB INTERVIEW WILL INCLUDE a PowerPoint Presentation on a plan for developing the charity.

If you have any questions about the recruitment process, please contact Alison Du Cane on [recruitment@hbap.org.uk](mailto:recruitment@hbap.org.uk) If you want to discuss the role in further detail, please contact our Chairman, Giles Quarme: [mail@quarme.com](mailto:mail@quarme.com)