



HISTORIC
BUILDINGS
& PLACES

VOLUNTEER TRUSTEE RECRUITMENT PACK

2025



INTRODUCTION FROM CHAIR OF TRUSTEES AND THE DIRECTOR

Join Us in Shaping the Future of Heritage

Historic Buildings & Places is at an exciting turning point. As a newly constituted Charitable Incorporated Organisation (CIO), we are building on over 100 years of history of helping people with historic buildings to address the modern challenges facing historic buildings and places across England and Wales. We are looking for trustees to help lead our organisation as we develop new ways of working and expand our impact.

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

Our engagement programme has recently expanded, offering more events, training 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 supporting the staff team, setting our strategic direction with your fellow Trustees and ensuring the successful delivery of the charity's mission, all within an informed, friendly and welcoming 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.

Sara Robertson: 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-appreciated 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 are involved in advocating for the protection and conservation of historic buildings and places through engagement with government bodies, planning authorities, and other stakeholders. Our Casework Committee supports us in this role.

We maintain an active membership base comprising individuals and organisations who share our passion for heritage conservation. Our membership programme offers a range of benefits, including publications such as a regular magazine and an annual journal; visits and talks for both members and non-members, and training of those in Heritage.



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 two new trustees to help us run the charity, supplementing and widening the skills, expertise, and experiences already present on the board, with individuals who will bring fresh perspectives.

These two new people will join a board of 12 members drawn from all over the UK, sharing a keen interest in historic buildings. All board members will be expected to serve a maximum of 2 terms, each lasting 3 years.

The charity has a dedicated staff team responsible for delivering the listed building casework, marketing, membership, finance, and leadership. The Board of Trustees is not directly involved in the day-to-day running of the charity.

We are seeking individuals with skills in a wide range of areas such as: evaluation and research, participation and community engagement, membership organisations, business development and project delivery, and a general legal understanding. We believe these skills will be crucial as we aim to grow the charity over the next 5 years, and we welcome applications with any of these skills.

Additionally, we are partially interested in recruiting younger people, and those who will bring different perspectives to the board. Previous experience as a Trustee is not required.

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. In addition, once a year, an AGM is held.

Board members have the opportunity to join a committee if they wish. These focused groups are dedicated to finance and casework. 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, as well as any online talks, training, and lectures.

TRAINING AND SUPPORT

New trustees will undergo a comprehensive induction process, which will include the chance to meet the staff and receive a briefing on their 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 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 support for their 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. During the interviews, we will be looking for individuals who possess:

- Enthusiasm for the charity and the fulfilment of its objectives.
- Good judgment and 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 28th March 2025.

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 on Friday 25th April.



ROLE DESCRIPTION: VOLUNTEER 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 related 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 objectives.

Expertise and Support:

- Offer your professional knowledge, skills, and experience to provide guidance and support in your area of expertise, both within the board and in the sub-committee (as appropriate).
- 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 related to the organisation's financial matters, ensuring the effective stewardship of resources and supporting fundraising efforts.

Requirements & Skills Needed:

- A passion for historic buildings and places, with a deep appreciation for their cultural and historical significance.
- Expertise, skills, or experience in a relevant area, particularly in evaluation and research, participation and community engagement, membership organisations, business development and project delivery, or general legal matters.
- Strong communication and interpersonal skills to collaborate effectively with board members, sub-committees and staff team.
- Strategic thinking ability to support the development and implementation of the organisation's strategic plan.

ROLE DESCRIPTION: VOLUNTEER TRUSTEE

Requirements & Skills Needed:

- Willingness to engage in financial oversight discussions and contribute to organisational decision-making.
- Commitment to attending board meetings, dedicating the necessary time and effort to the role.
- Alignment with the mission, values, and strategic goals of Historic Buildings & Places, with an active interest in supporting its success.

Please note that this role is voluntary and unpaid (but 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 buildings, historic environments. You will be joining a group of people who have a real passion for buildings and the historic environment.

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 for your first experience. We are at an exciting time of thinking about our future, so we need new ideas, which a 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 on-line) , but you can be more involved if you wish (such as sub-committees that may also meet up to 3-4 times per year).

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:

- evaluation and research;
- participation and community engagement;
- membership organisations;
- business development and project delivery; and
- a general legal understanding.

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

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Historic Buildings & Places is the working name of the Ancient Monuments Society, a registered charity in England and Wales (no. 1210157).