



HISTORIC
BUILDINGS
& PLACES

VOLUNTEER TRUSTEE: CASEWORK ROLE

RECRUITMENT PACK

2026

INTRODUCTION FROM CHAIR OF TRUSTEES AND THE DIRECTOR

Join Us in Leading the Future of Heritage

Historic Buildings & Places (HB&P) is at an exciting turning point. As a Charitable Incorporated Organisation (CIO) with over 100 years of history, we help people care for historic buildings and places across England and Wales. We are seeking a trustee with **expertise in heritage casework** to join our Board and **chair our Casework Committee**, playing a central role in shaping our statutory advisory work and supporting the strategic direction of the charity.

Historic buildings face growing pressures—from evolving community needs to the climate emergency. HB&P is dedicated to ensuring heritage is preserved for the future while supporting local communities in making informed changes.

Our engagement programme is expanding, offering more events, training, and publications. As a trustee, you will be central to **overseeing casework delivery, guiding policy, and ensuring high-quality advice on listed buildings and places**, as well as contributing to the Board's governance and strategy.

We look forward to receiving your application and to working together to secure a sustainable future for historic places.

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 focus in under-regarded 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 the Casework Manager in the delivery of this role and is focused on maintaining and further developing the high impact of our work.

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 OF A TRUSTEE – CASEWORK / COMMITTEE CHAIR

‘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 seeking a trustee with **heritage casework expertise** to join our board and **chair the Casework Committee**. You will guide the delivery of statutory advice on listed buildings, ensure high professional standards, and contribute to strategic discussions at board level.

Responsibilities

Casework Leadership:

- Chair the Casework Committee, ensuring effective governance and delivery of HB&P’s statutory advisory responsibilities.
- Oversee casework policies, procedures, and guidance to staff and volunteers.
- Provide expert advice on challenging or complex cases.
- Ensure the committee meets regularly and minutes and recommendations are presented to the board.

Governance and Strategic Direction:

- Attend board meetings and actively contribute to governance, strategy, and decision-making.
- Support the board in ensuring compliance with statutory, regulatory, and Charity Commission obligations.

Support and Expertise:

- Act as an ambassador for HB&P within the heritage sector.
- Mentor staff and committee members to maintain quality and consistency of advice.
- Support development of relationships with statutory bodies, local authorities, and other stakeholders.

THE ROLE OF A TRUSTEE – CASEWORK / COMMITTEE CHAIR

Person Specification

We are looking for someone with:

- Significant experience in **heritage casework**, planning, or historic building conservation.
- Leadership experience, ideally in charring committees or managing advisory work.
- Strong knowledge of heritage significance statutory frameworks relating to heritage assets in England and Wales.
- Excellent communication and interpersonal skills for collaboration with trustees, staff, and external partners.
- Strategic thinking and the ability to advise on conservation principles, policy, good practice, and complex cases.
- Commitment to HB&P's mission, values, and long-term sustainability.

Previous trustee experience is welcome but not essential.



THE COMMITMENT REQUIRED

- Board meetings: four per year (2–3 hours), in person (London) or online.
- Casework Committee meetings: typically four per year, but may meet more frequently depending on case workload.
- Preparation for each meeting, including reading papers and reviewing cases.
- Optional involvement in other committees or advisory activities.
- Travel support for in-person meetings is provided.

TRAINING AND SUPPORT

New trustees receive a comprehensive induction, including:

- Meeting staff and trustees.
- Guidance on trustee responsibilities.
- Mentoring via a ‘buddy’ system.
- Access to ongoing training and support.

As Casework Committee Chair, you will receive additional briefings on statutory responsibilities, casework protocols, and committee governance.



RECRUITMENT PROCESS

To Apply: Send a CV and covering letter to office@hbap.org.uk by Monday, 15th June 2026.

Pre-Application Enquiries: Contact Director Liz Power at director@hbap.org.uk.

Interviews: Online, with the recruitment panel, on Tuesday 30th June 2026 and Wednesday 1st July 2026.

We look for candidates who demonstrate:

- Commitment to HB&P's mission and values.
- Strong judgment and strategic vision.
- Collaborative and proactive approach.
- Acceptance of the legal responsibilities of a trustee.



TRUSTEE RECRUITMENT FAQ

1. Do I have to be an expert in historic buildings?

Yes, this role requires heritage casework expertise and knowledge of listed building legislation.

2. Can I be working in heritage protection and do this role?

It depends, you might need to check with your employer that there would be no conflict of interest.

3. Do I need to have been a trustee before?

No. Leadership and advisory experience in heritage casework is more important than prior trustee experience.

4. How much time do I have to give?

Minimum four board meetings a year (2–3 hours) and Casework Committee meetings (typically four per year, potentially more for complex cases).

5. 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

6. What skills are you looking for?

Primarily: heritage casework, conservation, statutory advisory experience, committee leadership, and strategic thinking.





HISTORIC BUILDINGS & PLACES

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