

## The Architectural Heritage Fund – Trustee Vacancies x 2

<b>Vacancy:</b>	Trustee
<b>Salary:</b>	Voluntary and unremunerated (reasonable expenses are reimbursed)
<b>Duration:</b>	1 or 2 terms (3 or 6 years)
<b>Application:</b>	Please submit a CV and covering letter (up to 2 pages) explaining why the role interests you and how you meet the knowledge, skills and experience areas we are seeking. Please send to Matthew McKeague, Chief Executive, The Architectural Heritage Fund, by email.
<b>Deadline:</b>	31 <sup>st</sup> May
<b>Interview:</b>	In latter half of June / beginning of July

The Architectural Heritage Fund (AHF) is currently seeking to appoint at least two new Trustees.

The Architectural Heritage Fund (AHF) is a leading heritage charity founded in 1976 to help charities, community businesses and social enterprises across the UK find solutions for vulnerable historic buildings. We do this by offering advice, grants and loans.

In the last three years the AHF awarded 645 grants and loans and a total of £23 million in new investment into heritage projects across the UK. We are the UK's leading heritage social investor and the only specialist lender to organisations regenerating historic buildings. This is a unique opportunity to join an ambitious organization that plays a unique and long standing role in place and heritage-led regeneration. As well as funding, we also provide advice and guidance to social enterprises and charities undertaking adaptive reuse projects – this advice is rated incredibly highly, scoring 92/100 in our most recent evaluation report.

As well as someone well networked or knowledgeable in the built environment, heritage or social enterprise sectors, we are seeking someone that has experience in one or more of the following areas:

- Conservation and heritage/community led regeneration
- Architecture / built environment
- Property development
- Social investment / running a social enterprise and/or charity
- Communications and PR

### **Role Description and Responsibilities**

In addition to attending approximately five Board meetings per annum (usually taking place in London but with some meetings taking place in other parts of the UK), you will be expected to participate in one of the AHF's sub-committees/panels (Audit and Risk Committee, Credit Panel, Communications Committee). These meet three to four times a year.

Your duties and responsibilities as a trustee will include:

1. Ensuring that the Board fulfils its governance and strategic oversight responsibilities:
  - to agree appropriate strategy and policy objectives, in accordance with AHF's purposes;
  - to monitor progress in implementing the strategy by reviewing performance against plan;
  - to ensure that objectives are achieved and risk is managed appropriately;

- to ensure that appropriate arrangements are in place to support, monitor and review the effectiveness of the work of the Board, the Chief Executive and Senior Management Team, and other staff;
- to maintain an overview of the work of the Finance and Audit Committee, Credit Panel and Grants Panel, and other sub-committees as appropriate, to ensure that AHF's finances and property are prudently and systematically managed; and
- to ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations.

## 2. Contributing directly to the achievement of AHF's objectives:

- to utilise personal skills, experience and attributes to lead/contribute directly to AHF's work, taking responsibility for delivery of strategic goals in agreed areas;
- to attend Board meetings;
- to use specific knowledge or experience to help the Board reach sound decisions. Including: scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance in areas of AHF's work in which the trustee has special expertise.

## 3. Maintaining and developing AHF's reputation and influence:

- to be an advocate for the AHF and to act as a spokesperson for the charity where appropriate;
- to help to promote AHF to a wider audience of potential supporters, beneficiaries, decision-makers and opinion-formers.

### **Skills and Characteristics**

We are looking for senior, experienced or emerging leaders. With excellent judgement, integrity, strategic awareness and good interpersonal skills, you will be able to remain objective and challenge supportively. Above all, you will be committed to our values and objectives and be willing to develop your knowledge of the context in which we operate. We would expect you to demonstrate an interest in the heritage of the UK and show understanding of the challenges, and opportunities, of bringing redundant historic buildings back into economic and social use, often in economically deprived areas.

The ideal person is able to:

- communicate clearly and take an active role in discussions
- challenge sensitively and constructively
- engage and influence others, within and outside the AHF
- stay focused on AHF's mission and objectives
- act as an advocate for the organisation
- undertake training and development to support the role

### **Eligibility**

Some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement;
- anyone under a disqualification order under the Company Directors Disqualification Act 1986;
- anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register;
- anyone under the age of 18 years old.

## **Commitment to diversity**

We particularly welcome applications from people with the required skills, experience and knowledge from Black, Asian and minority ethnic communities and young people in the early stages of their career.

## **Trustee Compliance and Duties**

For more detailed guidance on the information below please see the Charity Commission's guide: [The essential trustee: what you need to know](#).

## **How to apply**

If you would like to join the Board of one of the leading heritage organisations in the UK, please send a brief CV and a covering letter (by email only) that demonstrates your suitability for the vacancy to [oliver.brodrick-ward@ahfund.org.uk](mailto:oliver.brodrick-ward@ahfund.org.uk). Your application should reach us by 5pm on the 31<sup>st</sup> May.

To set up an informal discussion with the AHF's Chief Executive about the role, please contact Oliver Brodrick-Ward. Tel: 020 7925 0199.

You can find more details of the AHF and the impact of our work at: [www.ahfund.org.uk](http://www.ahfund.org.uk)

