

National Churches Trust

Appointment of New Trustees

The National Churches Trust is looking to appoint a number of new trustees to complement the skills and experience of current board members. If you share our passion for church buildings, their role in local communities and their important place in the UK's heritage, then you may be able to contribute to keeping them at the heart of our communities.

Introduction

The National Churches Trust supports and promotes church buildings of historic, architectural and community value. We are the independent, UK-wide charity supporting churches, chapels and meeting houses of all Christian denominations.

Places of worship are an integral part of our nation's architectural heritage and play a vital part in building and sustaining local communities. Church buildings are valued for many reasons. Where one finds solace, another finds inspirational architecture. Some churches provide poignant family memories, while others are commended for their presence in the community and the work they do in bringing local people together.

Incredible work is done by volunteers up and down the country to preserve these buildings for future generations and ensure that they remain at the heart of their local community. The National Churches Trust is here to help them address the challenges and opportunities they face.

The Trust, founded in 2007, is the successor to the Historic Churches Preservation Trust (HCPT), created in 1953.

The aims of the National Churches Trust are:

- to help **maintain** the UK's heritage of church buildings and to **enhance** their ability to serve local communities
- to **promote** the benefit to communities of church buildings and to **inspire** everyone to value and enjoy them.

Recognising the power of digital resources to reach and engage many more people, the Trust has recently launched 'ExploreChurches' (www.explorechurches.org), the new church tourism website for people who love churches. We are also running the innovative Yorkshire Maintenance Project which will help keep churches and chapels in Yorkshire in good condition and prevent the need for expensive repairs. As part of this, the 'MaintenanceBooker' website (www.maintenancebooker.org) will make it easy for churches to keep gutters and drains clear by providing a quick and easy way of registering for professional gutter clearance services.

The Trust's website www.nationalchurchestrust.org provides more information about the organisation and its work.



National Churches Trust

Board of Trustees

The work of the Trust is overseen by the Board of Trustees, which has a maximum membership of 12. Subject to reappointment, trustees can serve up to ten years. Currently there are nine trustees. The board has been chaired since 2012 by Luke March DL and the treasurer is Alastair Hunter FCA. The board meets four times a year, usually at the offices of the Trust in Westminster.

Expertise

In order to complement the skills of existing board members, we are particularly looking for trustees with expertise in the areas outlined below, but those with other relevant experience are also encouraged to apply.

Architecture:

We are seeking applications from architects with an accreditation in conservation and professional experience working with listed buildings and church conservation. You would also be a member of the Grants Committee, which meets three times per year, to consider applications to our grant programmes. In addition to this, you may occasionally be asked to offer advice to the Trust's grants team. Generally this advice relates to the integrity of project plans and the appropriateness of the solutions and options considered given the historic fabric of the building. You would be expected to draw on your expertise and knowledge of best practice within this area.

Finance:

We are seeking applications from qualified accountants and other candidates with a financial background who could also join the Trust's Audit and Risk Committee. This meets two or three times a year with a particular focus on financial reporting, management of the Trust's investments, and risk management and controls.

Digital:

We are seeking applications from individuals with experience in marketing and digital engagement who could help ensure that online and other new technologies and platforms are used to best effect in the National Churches Trust's work. This trustee should be able to highlight the opportunities and the risks of digital marketing, in terms of our strategy in general, and in relation to the development of ExploreChurches, MaintenanceBooker, and digital fundraising tools in particular.

Policy:

We are seeking applications from individuals with experience and knowledge of relevant policies, developments and regulations within the heritage, grant giving and charity sectors. This trustee should be able to help the Trust understand the changing context within which it operates and be able to advise on the opportunities and the risks this may have for the NCT in terms of the development and implementation of its strategy.

Local Experience:

We are seeking applications from those who have experience of raising funds for particular church building projects, running a local or regional churches trust, or otherwise working with churches to maintain and enhance their buildings. This trustee should assist the Trust in understanding the needs of volunteers and churches at a local level and also help in forming policy and identifying lobbying opportunities.



National Churches Trust

Diversity

We are keen to improve the diversity of the board and would particularly welcome applications from women, people from younger age groups, members of ethnic minority groups and from disabled people.

Time commitment

The trustees meet as a board four times a year, with meetings lasting around 3 hours, normally during the working day. Meetings usually take place in our office in Westminster.

In addition, some trustee representation is required on board committees. There are currently three committees: the Nominations Committee, the Audit and Risk Committee, and the Grants Committee. The Nominations Committee comprises four trustees and currently meets before regular trustee meetings, as necessary. The Audit and Risk Committee comprises four trustees and currently meets two or three times a year for around 2 hours, during the working day. The Grants Committee (which includes two trustees) currently meets three times a year for around 4 hours, during the working day. Between formal meetings advice and decisions may be sought from trustees via email. In addition, trustees are asked to attend some Trust events and ad hoc meetings on particular initiatives.

This is a voluntary role and is unpaid, but reasonable expenses will be reimbursed.

Duties of trustees

The trustees have ultimate responsibility for directing the affairs of the Trust, ensuring that it is well run, and delivers on its charitable objectives.

Trustees must be willing to:

- Contribute their expertise and knowledge in furtherance of the Trust's strategy and objects.
- Play a role in committees and ad hoc groups set up by the Trust to take forward particular initiatives.
- Represent the organisation externally, play a role in the development of effective partnerships with stakeholders and organisations pursuing similar activities, and participate in fundraising activities.
- Contribute effectively to meetings and requests for advice.

In addition, applicants should be able to demonstrate the following qualities:

- Extensive networks, and a willingness to draw on contacts as appropriate.
- An understanding of, commitment to, and enthusiasm for the National Churches Trust and its work.
- Sufficient time to make an effective contribution.
- No significant potential conflicts of interest.



National Churches Trust

The Charity Commission identifies that, collectively, the trustees of a charity have duties of compliance, prudence and care:

Duty of compliance

- To ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular to ensure that the charity prepares accounts and reports on what it has achieved as required by law.
- To ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- To act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence

- To ensure that the Trust is and will remain solvent.
- To use the Trust's funds and assets reasonably, and only in furtherance of its objects.
- To avoid undertaking activities that might place the Trust's funds, assets or reputation at undue risk.
- To take special care when investing the funds of the Trusts, or borrowing funds for its use.

Duty of care

- To use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well run and efficient.
- To consider getting external professional advice on all matters where there may be material risk to the Trust.

How to apply

If you are interested in becoming a trustee, please send a CV and covering letter (including the names of two referees), outlining why you are interested and what you would bring to the board, to our Chief Executive Claire Walker via claire.walker@nationalchurchestrust.org by 30 September 2017.

Shortlisted candidates will be invited for interview during November (dates to be confirmed).

Applications are preferred by email, but our postal address is:

National Churches Trust
7 Tufton Street
London
SW1P 3QB

If you wish to have an informal discussion about the role prior to application, please feel free to contact Claire Walker via the email above or on 020 7222 0605.

