



## **The Norwich Historic Churches Trust is seeking applications for the role of Trustee.**

### **About NHCT:**

Norwich Historic Churches Trust (NHCT) is a registered charity, number: 266686. It was created in 1973 to care for and find new uses for medieval churches in Norwich which are no longer used for religious worship. We currently look after 18 buildings in the city, now used for a variety of activities including theatres, antiques centres, arts venues and places of work. We operate from St Martin at Palace where we also offer volunteering opportunities, learning activities and events.

### **Role Description & Person Specification:**

We currently have at least 1 vacant trustee position.

Our trustees represent a broad range of skills and we welcome applications from people with different professional backgrounds and levels of experience. You don't need to have been a trustee before or be an expert in medieval churches – just bring ideas, a willingness to learn and enthusiasm to help NHCT develop.

We would particularly welcome applications from members of the BAME community.

We would find it helpful if candidates could demonstrate some of the following:

- An interest in the preservation of historic buildings or an interest in the heritage / cultural life of Norwich
- Knowledge or experience which might help us better look after these buildings, engage with wider audiences, or operate better as a charity
- A willingness to contribute time, skills and energy to this work.
- Skills in fundraising or business development would be particularly useful going forward.

### **Commitment:**

Trustees are expected to get involved in NHCT's work and projects. As a minimum, they are required to attend Council of Management meetings which currently take place four times per year on Thursday afternoons.

Being a trustee involves certain legal responsibilities. Published guidance about this can be found on the Charities Commission website.

### **How to apply:**

Please send through your contact details and a short statement outlining your suitability for the post (around 500 words) to:

[rachel.kidd@norwich-churches.org](mailto:rachel.kidd@norwich-churches.org) or The Norwich Historic Churches Trust, St Martin at Palace, 15 St Martin at Palace Plain, Norwich, NR3 1RW.

**The closing date for applications is 5pm on Monday 27th July 2020**

### **What happens next?**

Every year we elect a third of the management committee and invite application from external candidates. Nominations will be put forward to the Management Committee and successful candidates chosen by election. Please be aware we usually have several more applications that available trustee position.

### **Further Information:**

If you have any queries or require further information please contact: [rachel.kidd@norwich-churches.org](mailto:rachel.kidd@norwich-churches.org) or phone 01603 611530.

You can read more about the Trust on our website: [www.nhct-norwich.org](http://www.nhct-norwich.org)

