

Norwich Historic Churches Trust (NHCT)
Trustee Vacancies
Candidate Information Pack

THE BOARD OF TRUSTEES

We select our Trustees based on a skills matrix which reflects good governance and the needs of Norwich Historic Churches Trust. We currently have a Board of ten Trustees who bring a balance of experience, skills and knowledge, including in the following areas:

- Heritage and conservation management,
- Architecture,
- Charity,
- Finance,
- Commercial property management,
- Community partnerships.

There are currently four sub-committees of the Board which are chaired by the Chair, Vice-Chair, Treasurer or other Trustee. Trustees are expected to join one of these committees.

NHCT is both a registered charity and a Company Limited by Guarantee (i.e. a charitable company) therefore Trustees have duties and responsibilities as a charity Trustee and Company Director (working to charity and company law).

The day-to-day management of the charity is delegated to the Head of Operations, Conservation and Heritage, the Trust's Senior Executive Officer (SEO), who leads a small staff team to deliver the agreed strategy.

ROLE PROFILE – TRUSTEE

We are looking for people who will work with fellow Trustees, the Head of Operations, Conservation and Heritage (SEO), and the small staff team. Trustees work with the Chair, Vice Chair and Treasurer to guide and support the SEO and staff team in the effective delivery of the NHCT's vision, mission and strategy, and in ensuring all Trustees fulfil their duties and responsibilities for the effective governance of the charity.

Trustee Role and Responsibilities

Strategic leadership

The Board of Trustees has overall legal responsibility for the strategic direction and control of the charity, including accountability for compliance with relevant legislative and regulatory requirements (e.g. the Charity Commission, Fundraising Regulator, HSE) and risk management.

Trusteeship is a voluntary role; all Trustees must be committed to furthering our charitable objectives and have the skills, experience and personal qualities needed to help the strategic leadership of the organisation.

The Charity Commission has a useful overview of the role of the Trustee - [Charity trustee: what's involved \(CC3a\) - GOV.UK](#)

You will be expected to:

- Attend and participate in Board meetings, special meetings and the annual Awayday, and be willing to lead or contribute to projects and other activities relevant to your area of expertise,
- Take part in an annual review of Board performance including one-to-one meetings with the Chair, as part of an annual Board appraisal.

Governance & compliance

You will be expected to:

- Work with the Chair and fellow Trustees to ensure the Board works effectively and is accountable for the overall governance of the organisation which meets the requirements of relevant legislation, including Charity Law and Company Law,
- Take all steps to safeguard the good name and reputation of NHCT,
- Be impartial and objective in decision making, and ensure any conflict of interests are declared,
- Contribute to the oversight of the Charity's accounts and budgets, ensuring sound financial management and charity compliance is in place.

Responsibilities with regards to the SEO and Staff Team

- Support the Chair and Board with recruitment, on-boarding and departure of staff, where appropriate,
- Support the staff's continued professional development.

PERSON SPECIFICATION

We are seeking people with an understanding of governance (charity, public or private) who can bring strategic insight, commitment and integrity to NHCT's governance and Board.

Candidates must demonstrate a commitment to NHCT's purpose, mission, values and behaviours. They will have an interest in the heritage sector, knowledge of current workplace issues and an awareness of the challenges of property management in historic buildings.

The following person specification criteria apply:

- Able to think strategically, synthesise complex information, weigh up options, measure risks and contribute to consensus at Board meetings,
- Able to contribute effectively at meetings,
- Able to externally represent the charity, when asked to do so,
- A good understanding of the communities in which we operate,
- A proven commitment to equality, diversity and inclusion,

- Good interpersonal, communication and presentation skills,
- Good people management skills,
- Integrity and compassion.

In addition to the above, the Trust is looking particularly for individuals who have one of the following areas of specialist knowledge and skill:

- A background in commercial property, tenancy and lease management, either as a lawyer, surveyor or commercial property manager
- Strong links to and a good understanding of local government in Norwich, possibly as a Councillor or senior Council officer (NHCT manages its 18 properties on behalf of Norwich City Council, which owns them)

To serve as a Trustee you must be over the age of eighteen and not be disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty, or a legal order or removal/disqualification as a Trustee or company director. It is a criminal offence to act as a Trustee while disqualified. As a Trustee, you must act in the interests of the charity at all times.

ADDITIONAL INFORMATION

Time Commitment

- The Board normally meets four times a year. There are also one or two other Board sessions annually, such as strategic development.
- In-person Board meetings are the norm although occasional on-line attendance is permitted.
- Trustees will be encouraged to contribute to sub-committees and working groups, particularly in their area of expertise. There are currently four standing sub-committees of the Board, as follows:
 - Property and Heritage Committee meets quarterly, chaired by the Chair or Vice-Chair,
 - Finance Committee meets quarterly, chaired by the Treasurer,
 - Health and Safety Committee meets twice a year, chaired by the Chair or Vice-Chair
 - The Fundraising Committee meets quarterly, chair currently vacant.

Conflict of Interest

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

Term of Appointment

Formal offers will be made after candidates have met with the Selection Group, and their appointment has been approved by the Board. It will be subject to satisfactory completion of eligibility checks, including reference checks.

Trustee appointments are made for a three-year term, renewable for up to two further three-year terms.

How to Apply

NHCT is an equal opportunities employer, committed to equality, diversity and inclusion in all areas of its work. We welcome applications from all backgrounds so that our Board mirrors the community we serve. We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

If you would like to apply, please supply the following by email to Michelle Rayner (info@norwich-churches.org) by 5 November 2025:

- A CV setting out your career history, with responsibilities and achievements (maximum two sides of A4)
- A covering letter (maximum one side of A4) highlighting your suitability for the role and how you meet the person specification.
- Details of two professional referees, outlining their relationship to you and how long they have known you. Referees will not be contacted without your prior consent

We encourage you to apply even if you feel you are stronger in some areas of the person specification than others. We value diversity and believe that certain skills can be developed with training and/or over time.

Key Dates

Prospective candidates are encouraged to make contact with either the Chair of the Selection Committee or Head of Operations, Conservation and Heritage for informal conversations – please arrange this through Michelle Rayner – email address above and below.

October 2025	Conversations with prospective candidates
5 November 2025	Deadline for applications
6-21 November 2025	Selection Group considers applications, informal interviews with shortlisted candidates
25 November 2025	NHCT Board considers recommendations to appoint
December 2025	Appointments confirmed
February 2026	Induction and first Board meeting

If you have any questions or would like to arrange a call to discuss the role, please email info@norwich-churches.org