

Norwich Historic Churches Trust (NHCT)
Chair/Co-Chair/Treasurer and Trustee Vacancies
Candidate Information Pack

NHCT BOARD OF TRUSTEES

We select our Trustees based on a skills matrix which reflects good governance and the needs of Norwich Historic Churches Trust. From September 2026, we will have two Trustee vacancies, including the office of Treasurer. We are also seeking to appoint a Chair (or two co-Chairs) from the Trustee group and are open to Trustee applications from individuals who are specifically interested in chairing or co-chairing the Board.

We currently have 10 Trustees, out of a possible 12, who bring a balance of experience, skills and knowledge, including in the following areas:

- Heritage and conservation management,
- Business management,
- Heritage building project management,
- Architecture,
- Charity,
- Finance,
- Commercial and non-commercial property management,
- Community partnerships
- Local government.

There are currently four sub-committees of the Board. Trustees are expected to join at least one of these committees, normally relating to their area of expertise.

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 and operations of the charity are delegated to the Executive Director (ED) 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 Executive Director and the small staff team. Trustees work with the Chair, Vice Chair and Treasurer to guide and support the ED 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 ED 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,
- Good network/s in their area of expertise and willingness to tap into their networks, if required, to support the work of the Trust,
- 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:

- For the **Chair/co-Chair** vacancy: experience of governance, ideally in the charity or equivalent sector; experience of chairing and related skills, including ability to represent and advocate for organisation to external stakeholders, good listening skills, success in consensus-building, ability to support and building confidence of small executive teams
- For the **Treasurer** vacancy: accountancy qualifications or equivalent, experience as a Director of Finance, Senior Finance Manager or COO, ideally in the charity sector, experience of dealing with independent examiners and writing and presenting the annual Trustee report, experience of writing policy and compliance documents, leading on risk assessment, good practical understanding of current regulatory requirements and environment

We are also looking for Trustees who have:

- 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:
 - Property and Heritage Committee, Finance Committee (chaired by the Treasurer), and the Fundraising Committee all meet quarterly in rotation
 - Health and Safety Committee meets twice a year

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 30 September 2026:

- 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 the Chair of the Selection Committee for informal conversations – please arrange this through Michelle Rayner – email address above and below.

Aug/Sep 2026	Conversations with prospective candidates
30 September 2026	Deadline for applications
October 2026	Selection Group considers applications, informal interviews with shortlisted candidates
Early Nov 2026	Board asked to consider/approve appointments by circulation
24 November 2026	NHCT Board formally confirms appointments, appointees attend meeting as observers, induction
February 2027	First Board meeting as formal members

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