

The  
**Chamberlain**  
**Highbury**  
**Trust**





# The Chamberlain Highbury Trust

## **Appointment of a new Trustee.**

### **Background and job description**

THE CHAMBERLAIN HIGHBURY TRUST has a vacancy for a Board Member to support the work of the Trust in developing partnerships with the Education Sector.

This independent charitable Trust was established in 2015 to restore Highbury, the magnificent home of Joseph Chamberlain, Birmingham's most famous civic leader, and to secure its future as a place to educate and develop the leaders of the future.

Highbury, with its grade II\* listed mansion and grounds, holds an important place in the country's political and architectural history. It was left in trust to the citizens of Birmingham by the Chamberlain Family in 1919, 100 years ago.

As a Trustee you will work as part of a team to raise support and funding to restore the mansion and its grounds and to secure its place in the educational and cultural life of the community. CHT trustees are active and entrepreneurial, contributing their ideas and energy to initiatives dedicated to the legacy of the Chamberlain family and to the engagement of young people.

For more information visit our website: [www.chamberlainhighburytrust.co.uk](http://www.chamberlainhighburytrust.co.uk)

This pack can be downloaded at:

<https://chamberlainhighburytrust.co.uk/resources/jobs/>

Applications would be particularly welcome from younger people and those from underrepresented communities.

### **How to Apply**

To apply please provide a CV of no more than 3 sides and a covering letter setting out how you meet the criteria and why you are interested in the role. All applications should be submitted to [chamberlainhighburytrust@outlook.com](mailto:chamberlainhighburytrust@outlook.com)

Please use the subject line:

#### **TRUSTEE APPLICATION 2019**

Applications should be submitted by noon on the **22<sup>nd</sup> September 2019**

Interviews are expected to take place on **3<sup>rd</sup> October 2019** in the afternoon and the evening.

If you would like a discussion about the role please contact:

Les Sparks OBE on 0121 415 4547

<b>Job Title:</b>	Trustee
<b>Remuneration:</b>	n/a
<b>Term of Office:</b>	Up to two three-year terms, subject to annual appraisal
<b>Time Commitment:</b>	Approximately 1-2 days per month

## **Purpose of the Role**

The Board is collectively responsible for ensuring the success of The Chamberlain Highbury Trust through setting and monitoring the strategic direction of the organisation. Trust Board members each have areas of specialism that they lead on to further the aims and objectives of the trust.

## **Job Description**

- To establish partnerships with schools, universities, and other educational establishments in the Birmingham area to advance the Trust's mission to develop the leaders of the future
- To initiate events and learning opportunities for students of all ages relevant to civic leadership and the governance of cities
- To secure the engagement of young people from diverse backgrounds including those who may not have previously shown an interest in civic heritage
- To draw on the legacy of the Chamberlain dynasty and the history of Highbury as a basis for comparative studies in civic leadership across different periods of history, including Joseph Chamberlain's role as Colonial Secretary and its relevance to the present Commonwealth

## **Responsibilities**

- Prepare for and attend all Board meetings except under exceptional circumstances making an active contribution to discussions and decision-making
- In the event of unavoidable absence from a meeting, provide comments and questions in advance on the relevant papers to the Chair
- Display high standards of integrity and respect confidentiality
- Network and promote the achievements, purpose and benefits of the Trust

And more generally, to work with other trustees in the management of the trust and the development of its policies and programmes, and in accordance with the Charity Commission's Guidance, to:

- Ensure CHT is carrying out its purpose for the public benefit
- Comply with CHT's governing document and the law
- Act in CHT's best interests

- Manage CHT's resources responsibly
- Act with reasonable care and skill
- Ensure CHT is accountable

Previous board level experience or involvement as a trustee in a charitable company would be desirable, but not essential.

## **Person Specification**

**Please feel you can apply even if you do not meet all criteria.** The most effective boards are ones which include a diverse range of backgrounds, experiences and skill sets. All appointments will be made purely on the basis of merit.

### **Passion and Commitment**

- Interest in and commitment to the heritage of Highbury and Birmingham more widely
- Passion for youth focused activity and initiatives
- A readiness and ability to play a role in fundraising/development activities
- Fair, impartial and open to new ideas

### **Skills**

- The ability to think creatively and strategically, demonstrating good judgement and analytical ability
- Good communication, team-working and inter-personal skills, demonstrating tact, diplomacy and the ability to build and manage strong relationships and networks
- An ability to command respect among local, regional and national stakeholders – acting as an ambassador for the trust

### **Experience**

- Knowledge of or passion for the heritage sector
- Experience and well-established networks in schools, universities, and other educational establishments in the Birmingham area
- Experience and knowledge of youth programmes and initiatives locally, preferably with experience of running or developing them
- Have some experience of developing projects with young people

### **Additional desirable experience in the following areas:**

- Management or entrepreneurial experience
- Fundraising and campaigns
- Digital technology and innovative projects utilising digital technology

## **Eligibility**

- An understanding and acceptance of the roles and responsibilities of trustees, and eligibility to act as a trustee (see Appendix A)
- Willingness to devote the necessary time and effort, including attending board meetings and occasional daytime and evening events
- A commitment to Nolan's seven principles of Standards in Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership)

## **Appendix A: Eligibility and Legal Duties of Trustees and Directors**

The duties are described in everyday language. This is not a legal document and is based on the Charity Commission's guidance. Further information can be found in their guidance documents 'The Essential Trustee: what you need to know' and the 'Trustee Handbook'.

### **Compliance – Trustees must:**

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- 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
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets

### **Duty of Prudence – Trustees must:**

- Ensure that the charity is and will remain solvent
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use

### **Duty of Care – Trustees must:**

- 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
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties

### **Duties of Directors**

Trustees are also company directors and they have duties and responsibilities set out in company law. Chapter 2 of Part 10 of the Companies Act 2006 (2006 Act) codifies certain common law and equitable duties of directors. In summary, the seven general duties under the 2006 Act are:

- To act within powers
- To promote the success of the company
- To exercise independent judgment
- To exercise reasonable care, skill and diligence
- To avoid conflicts of interest
- Not to accept benefits from third parties
- To declare an interest in a proposed transaction or arrangement

### **Eligibility to be a trustee**

The law disqualifies some people from acting as trustees. You will not be able to apply if you:

- have an unspent conviction for an offence involving dishonesty or deception;
- are currently declared bankrupt, or are subject to bankruptcy restrictions or an interim order;
- have an individual voluntary arrangement to pay off debts with creditors;
- are disqualified from being a company director;
- have previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement. It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

You will also not be able to apply if you are:

- under the age of 18;
- not entitled to live and work in the United Kingdom;

By submitting your application you are giving consent to the information that you provide as part of your application being stored and used in the selection process. In line with the Data Protection Act 2018 and The General Data Protection Regulations (GDPR) 2018 all information about you will be securely held, with access restricted solely to those involved in dealing with your application. Your data will be destroyed after 12 months unless you are appointed as a trustee.