

TRUSTEE RECRUITMENT PACK



ABOUT

EDINBURGH WORLD HERITAGE

The Old and New Towns of Edinburgh were inscribed on UNESCO's List of World Heritage Sites in December 1995. World Heritage Sites are recognised by UNESCO as places of outstanding cultural, historical or scientific values and are formally protected by international treaties. Each Site has Outstanding Universal Value: attributes which make it exceptional from a global perspective.

The Outstanding Universal Value of the Old and New Towns of Edinburgh is focused around the juxtaposition of two contrasting urban planning phenomena – the medieval Old Town and the planned Georgian New Town. Each are of exceptional historic and architectural interest. The dramatic topography of the Old Town combined with the planned alignments of key buildings in both the Old and New Town results in spectacular views and panoramas, and an iconic skyline. The Site contains nearly 4,500 individual buildings, of which over 75% are listed as well as Scheduled Monuments including Edinburgh Castle. It is also a living capital city centre with a rich cultural and intellectual life.

Edinburgh World Heritage works primarily with two other organisations on the long-term management of the World Heritage Site through the development and execution of the Management Plan for the Site:

- The City of Edinburgh Council: the Planning Authority which sets the planning framework that governs the Site.
- Historic Environment Scotland: the lead public body established to investigate, care for and promote Scotland's historic environment

At its inception, Edinburgh World Heritage was given the following Terms of Reference by its sponsors, Scottish Government (now via Historic Environment Scotland) and City of Edinburgh Council:

1. Historic Building Grants: To stimulate and co-ordinate action for the conservation and repair of historic buildings in the World Heritage Site
2. Conservation Area Issues: To promote the preservation and enhancement of the character of the Site; and to develop and maintain an Action Plan
3. Advice: To advise Scottish Ministers and the Local Authority on major policy and development issues; and to comment on other planning issues as necessary
4. Monitoring: To monitor the Site on behalf of Scottish Ministers; and to inform and advise organisations involved in the management of the City Centre
5. Projects: To initiate projects and attract funding for the preservation and enhancement of the Site
6. Promotion: To promote the World Heritage Site through education, exhibitions, conferences and examples of skill and good practice



THE BOARD OF TRUSTEES

Roles & Responsibilities

The business of Edinburgh World Heritage is managed by the Directors, collectively known as the Board of Trustees. The Executive Officer (also known as Director) is responsible for the day-to-day running of the organisation. All Trustees are collectively and equally responsible for Edinburgh World Heritage. They also have a collective duty of care to Edinburgh World Heritage and its staff. It is good practice for the Board to have a broad and relevant range of skills and experience. For more information on the requirements and role of trustees visit www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees



Board Meetings & Committees

The Board formally meets five times per year to discuss and approve the strategic framework for the organisation, and maintaining oversight of the organisation's operation. The Board also holds an away day each year, with Edinburgh World Heritage staff.



The Finance & General Purposes Committee assesses the financial and resource implications of the charity's activities. It meets 4-5 times a year, generally 3 weeks prior to Board meetings.

The Projects & Programmes Committee meets 4-5 times per year, generally 2 weeks prior to Board meetings and oversees delivery of projects and programmes against the Board approved strategy.

The Governance Committee meets when required to examine governance in more detail and leads the appointment process for new trustees.



JOIN OUR BOARD

This is an exciting opportunity to play an active role in the conservation of the city and to contribute to ensuring that Edinburgh's World Heritage status is a dynamic force that benefits everyone.

We are looking for new Board trustees with drive and enthusiasm who are:

- Passionate about Edinburgh and the Old and New Towns of Edinburgh World Heritage Site
- Interested in how we connect and engage all people in our heritage
- Skilled and experienced in one or more of the following: conservation and maintenance of the built environment, finance, HR, events and fundraising

As a trustee you will be responsible for the strategic direction of the organisation and stewardship of public and charitably given funds, supporting and adding value to the work of its professional team in conservation, engagement and capacity building.

We wish to attract people from a broad range of backgrounds, demographics and cultures to steer and inform our work. We are aiming for inclusivity, richness of experience and diversity in our workforce and on our Board, to ensure that Edinburgh World Heritage reflects the diversity of the world we live and work in. We particularly welcome applications from young people or those interested in applying for their first trusteeship.

Appropriate support, including induction and training, will be given.

Trustees are not remunerated, however reasonable out of pocket expenses are reimbursed.

HOW TO APPLY

To express interest in joining our Board, please download and complete application and equal opportunities monitoring forms. Send these together with your CV and a covering letter in support of your application to wendy.macadie@ewht.org.uk by 5pm on 23rd May 2022.

For further information on Edinburgh World Heritage, visit ewht.org.uk or to request copies of our annual accounts email Wendy MacAdie at the above address.

Shortlisted applicants would be invited to meet existing Board members with the intention of recommendations for appointment being approved at the Board meeting in July 2022, and formal election to the Board at the AGM in September 2022.



ROLE DESCRIPTION

Purpose

To ensure, with the other trustees, that EWH acts in accordance with its Memorandum and Articles of Association and to manage its activities in furtherance of its objects.

Responsibilities

- Acting as a pro-active advocate for EWH
- Setting the strategy and undertaking the strategic management of EWH
- Ensuring that EWH complies with its Memorandum and Articles of Association and all applicable legislation and regulations, and pursues its objects as defined in the M & A
- Ensuring that EWH applies its resources exclusively in pursuance of its objects
- Ensuring the financial stability of EWH and that proper accounting records are kept
- Ensuring the effective and efficient administration of EWH and approving EWH's policies
- Protecting and managing the property of EWH
- Ensuring the proper investment of EWH's funds
- Safeguarding the good name and ethos of EWH
- Supporting EWH's fundraising and development programme

Main Duties

Collective

- Approving the rolling business plan annually and monitoring progress against it
- Determining / approving the annual budget and monitoring progress against it
- Approving the annual report and accounts
- Appointing the Chief Executive and monitoring their performance

Individual

- Attending meetings of trustees
- Playing an active part in the trustees' meetings and deliberations
- Exercising due care and attention and using reasonable skill in dealing with EWH's affairs
- Using own skills, knowledge and experience to help the trustees reach sound decisions
- Taking the lead in any trustees' activities where the trustee has special knowledge
- Managing any conflict of interests
- Sitting on board committees and informal groups, when required
- Sitting on recruitment and disciplinary panels if required
- Supporting EWH's programme of events
- Supporting executive in response to targeted requests



VISION

- World Heritage status is a dynamic force that benefits everyone

MISSION

- We connect everyone to their heritage

OBJECTIVES

- Protect and support the outstanding universal value of the World Heritage Site
- Champion and promote understanding of the values of our historic city centre World Heritage Site
- Build capacity and resilience in the World Heritage Site, the city and wider

VALUES

- Integrity: Authenticity in our work and honesty in our dealings with one another and partners
- Quality: All our work has purpose and depth
- Impact: We enable others, making a positive difference and using our empathy
- Creativity: We harness our enthusiasm, determination and freedom to design projects, solve problems and execute our mission
- Growth: We support the growth and stability of our team and those we work with