

Appointment of Trustees to the Board

Appointments for three years from September 2017

Application Deadline: 21 July 2017

Perth and Kinross Heritage Trust (PKHT) is looking to appoint up to three positions on our Board of Trustees: an opportunity to help us conserve, promote and enhance the archaeological and architectural heritage of Perth and Kinross.

Perth and Kinross Heritage Trust

This is an exciting opportunity for the right person to contribute to the future of the archaeological and architectural heritage of Perth and Kinross. PKHT is a small but dynamic charity engaged in a wide range of projects relating to archaeological sites and historic buildings in the area. Details of our current projects, along with our last annual report and audited accounts can be downloaded at www.pkht.org.uk

The Board of Trustees

There are currently seven Trustees, two nominated by each of our partners (Perth and Kinross Council, The Gannochy Trust, and Perth Civic Trust) and one additional Trustee appointed as Treasurer. Following an organisation review over 2016/17, we aim to increase the number of Trustees to 10 by September 2017.

Trustees have collective responsibility to oversee the governance and development the Trust in line with OSCR guidelines, and responsibility for agreeing the organisation's strategy, governance, and to work with professional staff to account for the management of the organisation and the delivery of agreed plans on time and within budget.

Skills

Our recent organisational review has identified the following skills/areas of work:

Professional Skills and Experience

- Accounting and Finance
- Human Resources
- Legal
- Marketing and Communications

Sector Specific Skills and Experience

- Project planning, fundraising and delivery
- Strategic and business planning
- Historic buildings conservation and archaeology
- Skills training, education and community engagement
- Monitoring and evaluation
- Cost consultancy
- Regional and national knowledge and contacts

Time Commitment

The full Board meets four times each year and there are also monthly management meetings which Trustees are encouraged to attend. Quarterly meetings last 2-3 hours and take place in Perth. Trustees will also be expected to contribute to one or more working groups relating to organisational governance and development, and project delivery. The basic time commitment is likely to average around eight to ten days per year.

Remuneration

Trustees are not remunerated and your contribution will be on a voluntary/*pro bono* basis.

Length of Appointment

The appointments will be for three years with the possibility of re-appointment.

Application

To apply, please forward a brief c.v. and covering letter to the Trust Manager, David Strachan (david.strachan@pkht.org.uk) by **noon on the 21 July 2017**.

If you would like to discuss an application informally, please contact David on 01738 477081.