

Appointment of Trustee

Appointments for three years from February 2018

Application Deadline: 21 December 2017

Perth and Kinross Heritage Trust (PKHT) is looking to appoint a new addition to 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 nine Trustees, some nominated by our partners (Perth and Kinross Council, The Gannochy Trust, and Perth Civic Trust) and some elected.

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

Skills required

We are looking for someone with Accounting and Finance skills, ideally with experience of charities.

Time Commitment

The full Board meets four times per year and there are monthly management meetings which Trustees are encouraged to attend. Quarterly meetings last 2-3 hours and take place in Perth. The new Trustee will contribute to our Governance and Finance working group. 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, however, travel expenses can be reimbursed.

Length of Appointment

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

Application

To apply, please forward a brief c.v. and covering letter to the Trust Director, David Strachan (david.strachan@pkht.org.uk) by **noon on the 21 December 2017**. If you would like to discuss a proposal informally, please contact David on 01738 477081.