



Perth and Kinross Heritage Trust

Trustee Recruitment Pack

August 2026

Introduction

Perth and Kinross Heritage Trust (PKHT) is a long-established and respected charity focused on the protection and enhancement of Perthshire's historic environment. To operate effectively, the Trust relies on volunteers with a range of skills to provide strategic guidance, good governance and support to the staff. Trustees ensure that PKHT adheres to legal and financial regulations and support the wider delivery of key projects. They also champion the work of the organisation, helping to raise awareness of the Trust's projects.



Due to the retirement of a number of long-standing members, the current Trustees are looking to strengthen the Board by recruiting several new Trustees with a variety of experience and backgrounds and who have a genuine passion for safeguarding the heritage of Perth and Kinross.

About PKHT

Established in 1988, Perth & Kinross Heritage Trust (PKHT) was founded to protect, enhance and promote our historic environment. Our remit encompasses historic building conservation, archaeology, interpretation and training. We also manage the Perth City Heritage Fund (PCHF), which aims to encourage sustainable economic and social recovery within Perth by conserving and restoring historic buildings.

Through a variety of initiatives, the Trust plays a crucial role in maintaining the sense of place in the local community. It provides valuable resources for learning and education, supports sustainable economic development by promoting heritage-related events and destinations, and encourages public engagement with local history.

The Trust is committed to delivering projects that raise awareness and appreciation of the historic environment. Key activities include administering grants, offering information and advice, and delivering outreach, learning, and training programmes. These activities often form part of larger projects, such as the King's Seat Hillfort Archaeology Project, and are complemented by events like the annual Doors Open Days.

Our main funders are Historic Environment Scotland, The Gannochy Trust and Perth and Kinross Council. The Trust has recently secured a new 5 year funding arrangement with Historic Environment Scotland for the delivery of the Perth City Heritage Fund.

The Trust is a registered Scottish Charity (Scottish Charity No SC003139) and a private company limited by guarantee (Company No 111258). Our office is based at 8 Bridge Lane in the centre of Perth.

Organisation

The Trust is overseen by a group of up to twelve volunteer Trustees who delegate responsibility for managing the day to day operations to a team of staff. Trustees are responsible for guiding the strategic direction of the Trust, overseeing its activities, and ensuring it fulfils its mission to preserve and promote the rich cultural heritage of the Perth and Kinross region. The role is both rewarding and impactful, offering an opportunity to contribute to the conservation of local history while helping to shape the future of the Trust.

There are currently eight Trustees who have a range of skills and backgrounds including finance, archaeology, surveying, marketing and building conservation. The Chairperson is Maggie Wilkins.

The staff team of seven are led by CEO Christina Sinclair.



Staff and Trustees 2026
Away Day



Join Us as a Trustee

The current Board is seeking applications from those with interest in the work of the Trust and who have time available to commit to supporting PKHT.

Why become a Trustee?

Make a tangible difference: Help protect the places, stories and heritage that give Perth & Kinross its sense of place.

Use your expertise: Bring your professional, community or lived experience to strategic decisions and good governance.

Shape our future: Help guide an established charity as it delivers projects, grants, learning and public engagement.

Grow your experience: Develop your leadership, governance and decision-making skills through meaningful Board experience.

What Trustees contribute

- Guide strategic direction and oversee the Trust's activities.
- Support good governance and ensure legal and financial responsibilities are met.
- Support the wider delivery of key projects.
- Champion PKHT's work and help raise awareness of its projects.
- Ask constructive questions and contribute to informed Board decisions.

Time commitment for Trustees

The PKHT Board meets 4 times per year and meetings usually last around 2 hours. Board meetings are held in person in Perth, but a hybrid option to join online is feasible if that is more convenient. Currently, meetings are during the day but will be adapted to suit the majority of Trustees and may therefore vary in timing.

Board papers are emailed out by staff a week in advance and Trustees are expected to have read the papers in advance of the meeting so that they can support decision-making and ask any questions. There may also be the following additional time commitments:

- **Staff and Trustee Away Day:** where the whole team get together to learn, meet and share ideas, usually once per year.
- **Sub-committees:** Trustees who are on sub-committees such as finance or the Perth City Heritage Fund will be invited to attend additional meetings. Being a member of a sub-committee is voluntary and depends on relevant experience and time availability.
- **Ad hoc meetings:** there may be occasional additional meetings such as an Extraordinary General Meeting (EGM) or where an urgent decision is required.
- **Decision by email:** where a decision is required, staff will email Trustees and set a deadline for response.
- **Events:** Trustees may be asked to represent the Trust at local or occasionally national events.
- **Board appointments:** those who have additional responsibilities such as Chairperson and Treasurer will have additional time commitments as required by the Board and staff.

Trustees are appointed for three years and can serve a maximum of three terms (9 years) as per the current PKHT Articles.

Candidate Experience

PKHT welcomes applications from people of all backgrounds and we particularly welcome those who are currently under-represented including younger people (see below). This ensures that we are fully representing the geographic area that we serve.

Potential Trustees must have an interest in and enthusiasm for the heritage of Perth and Kinross, and we are also looking for the following areas of expertise:

- HR
- Legal/ Charity Governance
- Finance
- Archaeology
- Building Conservation
- Architecture/ Surveying
- Community engagement

Young Trustees

PKHT is committed to increasing the diversity of its Board including through the recruitment of younger Trustees. We would therefore particularly welcome applications from people aged up to around 30 years old. All Trustees must legally be 18 years old, so this is the minimum age for applicants.

Becoming a member of a Board is useful for a person's CV by helping to develop skills in decision-making, governance and in how grant-funded projects operate. In return, a Board gains from having the perspective of younger people who may bring a different viewpoint and can help to better represent the community a Board serves. We understand that younger people may have little or no Board experience and we will offer support to any we recruit with mentoring from more experienced Trustees.

Preference will be given to those based in the Perth & Kinross area.



Rock Art archaeology excavation

How to apply

1. **Send your CV** — maximum 2 pages.
2. **Include a covering letter** explaining why you would like to become a Trustee and how you feel you could contribute positively to PKHT.

Email: Christina.Sinclair@pkht.org.uk Subject: **Trustee Application**

If you would like to find out more about the work of PKHT before applying, please contact CEO Christina Sinclair for an informal chat. A call with our Chairperson, Maggie Wilkins, can also be arranged.

More information about Perth & Kinross Heritage Trust is also available on our website: <https://www.pkht.org.uk>

The closing date for this round of applications is: **Thursday 24 September 2026** but applications will be reviewed on a rolling basis, and candidates may be contacted before the closing date.

Application Process

Once we receive your application, it will be forwarded to the Trustees who are dealing with the recruitment process. If you are being invited to interview, you will be contacted with a date and time to meet with us.

Successful Trustees will be formally appointed at the next available Board meeting and thereafter will receive an induction from the CEO, Christina Sinclair. Young Trustees or those with limited Board experience will receive additional support as required.

Our Privacy Policy and Data Protection Policy are on our website. All applications will be held on file for 12 months unless candidates request otherwise. <https://www.pkht.org.uk/policies/>

The Trust does not discriminate on the grounds of race or ethnic origin, social or economic class, gender, disability, religion/belief, sexual orientation or age, in line with our Equal Opportunities Policy, which is available on request. All applications will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (known as Protected Characteristics).

A person who is disqualified from being a UK Company Director cannot apply to be a PKHT Trustee.