

Edinburgh World Heritage

Chair of Trustees Role Description

An exciting opportunity has arisen to become Chair of Edinburgh World Heritage. Dr Brian Lang CBE, FRSE is retiring in September 2019, after a very successful term in office. With a clear strategy in place, and a highly professional and committed Board and staff team, this is a great opportunity to lead Edinburgh World Heritage in the next stage of its development.

The Role

The Chair of Edinburgh World Heritage is central to the organisation, providing effective leadership, chairing Board meetings and driving the mission at a strategic level. Exercising a respected and moderating influence, the Chair brings strong stakeholder management, influencing and communication skills to the organisation. The Chair will also bring an excellent network to the organisation, together with the ability to navigate the politics of the city, government, communities, stakeholders, supporters and donors.

The Chair ensures the efficient conduct of business by following highest quality of governance and application of policy and process. We seek an individual with the skills to continue to develop the organisation, diversify its funding base and strengthen its profile and relevance to the development of the World Heritage site. The economic and environmental context for the city is complex and will require the chair to carefully navigate a wide range of interests and pressures.

Professional expertise in the historic environment and World Heritage is not essential – however, sympathy with our city's extraordinary past, a passion for and a real interest in its future, along with enthusiasm for the organisation's mission are highly desirable.

Person Specification

You will be:

- Passionate about Edinburgh
- Committed to the values of conservation and heritage
- A leader by example and upholder of the principles and values of the organisation
- A highly effective communicator who is comfortable working across a range of environments and stakeholders
- A relationship builder with access to networks that can support the work of Edinburgh World Heritage
- Comfortable with taking difficult decisions, holding others to account and setting clear objectives
- Resilient, energetic, challenging and supportive of colleagues

You will have:

- Demonstrable experience in providing strategic leadership in executive / non-executive roles
- Knowledge of governance in a public / not for profit / charity
- Experience of chairing boards / committees
- Experience of working with a Chief Executive
- Skill in navigating and working effectively in a political environment
- Skill in developing networks and managing stakeholders
- Experience of fundraising, ideally in a development or heritage context
- Experience of organisational change and development

Time requirements and term of office

The Chair is required to commit around five days per month to the role. As with all Trustees, the Chair's appointment is for a recommended maximum of three full terms of three years each.

Remuneration

The role is not remunerated. However, any out of pocket expenses incurred will be paid.

Application process

A completed application form, CV and covering letter in support of the application should be sent to Kay Marwick, Company Secretary at kaymarwick@ewht.org.uk by 5pm on Monday 27th May 2019.

Further information

Should you have any questions, or wish to discuss any aspect of the role, please make contact with Kay Marwick, Company Secretary at kaymarwick@ewht.org.uk or 0131 220 7724.

Background information on Edinburgh World Heritage

The Old and New Towns of Edinburgh were inscribed on UNESCO's List of World Heritage Sites in December 1995. The management of the Site is undertaken in partnership between Historic Environment Scotland, the City of Edinburgh Council and Edinburgh World Heritage.

Edinburgh World Heritage is an independent charity with the aim of ensuring the city's World Heritage status is a dynamic force that benefits everyone. Our mission is to connect people to their heritage – whether through the conservation of historic buildings, delivering improvements to the public realm, or engaging people directly with the rich heritage of their city.

We carry out our mission in order to:

1. Protect and support the Outstanding Universal Value of the World Heritage Site
2. Champion and promote understanding of the values of our historic city centre World Heritage Site
3. Build capacity and resilience in the World Heritage Site, the city and wider

We carry out our mission through:

- Engagement with different audiences
- Partnership to enable
- Technical Expertise

Our values are:

- **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

Our goals for the next year 2019/20 are:

1. Become a key strategic partner of Historic Environment Scotland and The City of Edinburgh Council, and systematise our relations with other key organisations
2. Secure and consolidate our financial position
3. Have clarity on Edinburgh World Heritage's future in the Tron

Background information on governance

Edinburgh World Heritage Trust is a charitable company limited by guarantee and as such operates within the framework of company and charity laws. Its governing documents are the Memorandum and Articles of Association and are available on Edinburgh World Heritage's website:
<https://ewh.org.uk/about-us/governance/>

The directors of the company are charity trustees and have legal responsibilities and potential liabilities in each capacity. Full details of these are not included in this role description but can be obtained from the website of the Office of the Scottish Charity Regulator (OSCR) at:
<http://www.oscr.org.uk/charities/managing-your-charity/trustee-duties>
and Companies House website at:
<https://www.gov.uk/running-a-limited-company>

Edinburgh World Heritage places emphasis on good governance and all new Trustees are given a full induction, with background documents. The Board of Edinburgh World Heritage meets approximately five times a year. In addition, there are two committees with formal remits which usually meet between board meetings: Finance & General Purposes Committee and Grants & Projects Committee. There is also an Appointments Committee, which meets on an occasional basis, as required. All meetings are during the week and take place in Edinburgh World Heritage's offices at 5 Bakehouse Close, Edinburgh or in the city centre, usually in the late afternoon. Edinburgh World Heritage also has groups that meet on an ad hoc basis to provide guidance on, for example, fundraising strategy and related events. Edinburgh World Heritage's Chair is on all committees as ex-officio.

Trustees are expected to receive Board papers and correspondence by email only.

Trustees retire by rotation and may stand for re-election to serve a maximum of three full terms. A term of office varies according to the number of Trustees on the Board, but is approximately three years.

A list of current Trustees along with brief biographies can be found at <https://ewh.org.uk/about-us/our-board/>