



The Chamberlain Highbury Trust

January 2025

The Chamberlain Highbury Trust is looking to appoint new Trustees

We want to recruit one or two new Trustees to help us with our mission to restore Highbury to be at the heart of the civic and community life of Birmingham and its surrounding region.

We have vacancies on our Trust Board and we are looking to appoint Trustees who will share our vision for Highbury and who will help us meet our objectives for our restoration project. We are particularly interested in recruiting individuals with one or more of the following skills:

- Fundraising, managing relationships with donors and attracting sponsorship.
- Land management, sustainability and environmentally friendly practices.
- Professional services such as financial, governance and legal experience.
- Business acumen and especially any experience of running a visitor attraction.
- Marketing, communications and social media.

It helps if Trustees have local knowledge of Birmingham's diverse communities as well.

Will you help us run our heritage business?

We intend to be a great visitor attraction, an events provider for weddings, conferences and outdoor activities, a centre for young people's leadership education and training and provider of office space with support for local entrepreneurs. We also aim to achieve high environmental standards and Net Zero.

Do you have what it takes to enliven and reimagine the heritage and history of Highbury?

This was Joseph Chamberlain's family home and the heart of his political organisation. We can make it a beacon for Birmingham's boldness and learning for leadership.

We are an independent charitable trust, responsible for managing and making accessible the Grade II* listed Venetian Gothic mansion and Grade II listed grounds that form the Highbury estate.

We are embarking on a major restoration project which is incredibly exciting - if you have skills to contribute to delivering our project successfully, we want to hear from you.

We are looking for Trustees who will share our passion for Highbury's heritage and young leaders' futures. Help us plan our capital spend on restoration of the mansion and gardens, develop a business enterprise hub and run what will become a major visitor attraction.

For more information about the Trust, visit www.chamberlainhighburytrust.co.uk

Application process

If you would like to apply for appointment as a Trustee, please send us by the closing date:

(1) An up-to-date CV; and

(2) A letter of application – no more than two sides of A4 - stating why you want to be a trustee and what you would bring to the Trust.

Please send your CV and your letter of application for the attention of David Kidney, our Chair of the Trust Board, by email to chamberlainhighburytrust@outlook.com

The closing date for application is Friday 7th March 2025 at 4.00pm

ESSENTIAL INFORMATION

Applicants who are shortlisted for interview will ideally be available for interview during the third and fourth weeks of March.

Selection process

A panel of three Trustees will consider applications and invite shortlisted applicants to interview. The interviews will be evening appointments. The Trust Board will make any appointments.

Equality, diversity and inclusion

We are committed to developing an organisation that is representative of the diverse communities which make up Birmingham and the UK and welcome applications from all sections of the community.

The following groups are currently underrepresented on our Trust Board: young persons, people who are disabled, people from Black, Asian and ethnic minority groups.

We are positive and inclusive about making adjustments, if you wish to indicate that you are disabled or have a long-term health condition, please tell us in or with your application.

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Data protection

In accordance with the Data Protection Act, the information you provide in your application, and any supporting documents, will be used to assess your suitability for the role advertised. It will not be released to anyone who does not require it for this purpose. If you are able to offer your services in the role advertised, this information will form the basis of your personnel file within the Trust, otherwise it will be destroyed six months after your application, unless you give us permission to hold it on file.

Sustainability

We are committed to managing our resources and carrying out our operations in ways that least impact on the environment.

About our Trust

Our Trustees work together to:

- Set the Trust's Vision, Objectives and Purpose
- Promote the restoration project and inform the public about it
- Engage with our stakeholders, our staff and our volunteers to make sure we take account of all points of view
- Plan for when we can run Highbury in place of Birmingham City Council.

Our Vision for our Trust is:

Inspired and informed by the story of the Chamberlain Family and the history and heritage of the house and grounds, the restored Highbury estate will be a vibrant, well-used place. Young people will come to develop leadership and governance skills, local people will be able to participate in an inclusive and diverse programme of activities, and visitors to the City will be welcome to enjoy a unique heritage attraction. Its green space will be open year-round, will be free to visit and will provide a relaxed learning space with nature and conservation at its heart. Highbury will contribute to the economic vitality of the local area by providing space and facilities for local people to build businesses and nurture community organisations.

We have a Role Description for individual Trustees and we have a Role Description for the Trust Body as a whole.

We very much want the Trust Board to reflect Birmingham's diversity with Trustees representing a broad range of skills and knowledge, location and experience.

Our progress to date

We are fortunate to have secured the support of the National Lottery funding for what will, in the coming few years, be a major restoration of Highbury's mansion and grounds. We have a professional team of architects and advisers who have helped us develop our restoration plans. We have strong support for our work in our local communities.

Your commitment as a Trustee

The time commitment for an individual Trustee's work will be around 2 days a month, mostly in person at Highbury. Some meetings take place away from Highbury and others are held online. There will be opportunities to serve further both internally (for example, on our task & finish groups) and externally (for example representing the Trust on outside bodies).

The position is unpaid, but we will reimburse all reasonable travel and subsistence expenses when working away from Highbury. **Travel costs to and from Highbury will not be reimbursed except in exceptional circumstances.**

Location

The role will be based in Birmingham, UK.

For more information about the Trust visit

www.chamberlainhighburytrust.co.uk

If you would like to discuss the role of a Trustee before you decide whether to apply, you are welcome to contact our Chair David Kidney: kidneydavid@gmail.com



The Chamberlain Highbury Trust

January 2025

Role, responsibilities and composition of the Trust Board

Introduction

When we refer to “CHT”, we mean the Chamberlain Highbury Trust.

CHT is an independent charitable trust subject to Charity Law. Our Trust is a registered charity and therefore regulated by the Charity Commission.

Our governance arrangements are set out in our Trust deed and this sets out the Trustees’ duties, responsibilities and rights.

Our Trust Board comprises a minimum of five and a maximum of 14 Trustees, with up to two Trustees appointed by Birmingham City Council and scope for Trustees to be co-opted. Trustees are usually appointed for terms of four years and may be re-appointed at the end of a term, making the maximum continuous period of appointment eight years. We can, exceptionally, grant one further term of four years if necessary.

We are responsible for looking after Highbury as its custodian for the benefit of the public. It is important to us that everyone can visit and work with us, without any barriers being put in their way. Equality, diversity and inclusion matter to us. We are responsible for the health and wellbeing of our contractors, volunteers, and visitors.

The role of the Trust Board

The Trust Board is responsible for self-management: setting the structure, policies, and procedures that guide and support good governance. The Trust Board must make decisions that are fair and sensible as well as ethical and legal.

Individual Trustees owe a fiduciary duty to the Trust Board and must work together to steer CHT towards a sustainable future.

The Trust Board must always have in place appropriate governance and financial management policies. It must have a rigorous approach to risk management and horizon scanning. It must ensure that CHT has adequate resources to achieve its objectives.

The main duties of the Trust Board are to:

1. Make a success of its management of Highbury and enhance Highbury's reputation as an important heritage and historical centre.
2. Deliver on CHT's "public benefit" duty to ensure Highbury is open and accessible to all visitors and deliver on the Trust Board's youth leadership education ambition.
3. Run CHT in keeping with the principles of good governance and proper financial management and accounting.
4. Ensure that the Trust Board has appropriate professional and administrative support to be able to action and implement its decisions.
5. Set priorities and make sure CHT's capacity to carry out services is adequate and review these regularly to achieve continuous improvement in performance.
6. Manage CHT's assets prudently to keep Highbury in the best possible condition.
7. Be welcoming of all visitors to Highbury, making it accessible to all.
8. Work for the benefit of Highbury and its neighbouring communities.
9. Manage CHT's staff and volunteers effectively.
10. Establish and maintain good working relationships with all CHT's stakeholders.
11. Make and keep Highbury sustainable - economically, environmentally and socially.
12. Provide fiscal responsibility, approving budgets and formulating appropriate financial policies, procedures and controls.

The responsibilities of the Trust Board

The Trust Board must set the conditions for efficient working by the Trust Board, its committees, task & finish groups and working parties and its trustees.

For example, the Trust Board must:

- Produce a written role description for individual Trustees.
- Maintain an annual calendar of CHT's meetings and events.
- Circulate clear and thorough information about meetings, including an agenda, to all members at least one week before each meeting.
- Maintain complete and accurate minutes of all meetings.
- Keep meetings focused and stimulate participation by all members.
- Allow Trustees opportunities to serve on committees, task & finish groups and working parties.
- Acknowledge Trustees' accomplishments and contributions at meetings and in minutes.

The Trust Board must encourage smooth functioning of its committees, task & finish groups and working parties.

For example, the Trust Board must:

- Prepare written terms of reference for committees and task & finish groups and working parties setting out responsibilities, guidelines, and goals. These organisational documents should be approved by the Trust Board's Chair and reviewed every three years and revised if necessary.
- Distribute tasks among members of committees, task & finish groups and working parties so that everyone participates, and no-one is overloaded.
- Create a system of checks and balances to monitor members' work and ensure that tasks are completed on schedule.
- Assign an appropriate staff member to work with each Committee.
- Acknowledge accomplishments and contributions of committees, task & finish groups and working parties at Trust Board meetings and in minutes.

Other basic responsibilities of the Trust Board include:

1. Determine CHT's aims and objectives.
2. Recruit CHT's staff and volunteers.
3. Support the staff and review their performance regularly.
4. Ensure effective organisational planning.
5. Ensure adequate resources.
6. Manage resources effectively.
7. Set out and monitor CHT operations.
8. Enhance CHT's public image and reputation.
9. Assess its own performance.

The composition of the Trust Board

The Trust Board's composition is set out in the Trust Deed.

The Trust Board needs to be able to draw on a range of skills, knowledge, qualities, attributes and backgrounds to ensure that the Trust Board has a wide enough range of expertise to work effectively and be able to accomplish CHT's mission.

The Trust Board should aim for a balance whenever new Trustees are recruited:

- For their **status, influence, contacts or public standing**; and
- For their **specialist skills or knowledge**; and
- For their **representation of those with a stake or interest in CHT's work**.

Considerations to which the Trust Board should have regard in respect of **status, influence, contacts or public standing** include reputation, record of achievement in architecture, heritage, history and involvement in leisure and hospitality in general, relevant positions held in the past or currently and networking skills.

In respect of **specialist skills and knowledge** the Trust Board has considered the relevant professional, business and personal skills it needs and believes they include financial, legal, running a business, fundraising, events management, governance and HR, heritage and history, conservation, community engagement, sustainability and project management (recognising that some of these can be bought in as professional services or consultancy).

In respect of **representation of those with a stake or interest in CHT's work**, the Trust Board is committed to ensuring equality, diversity and inclusion and will consider geographic, demographic and sectoral factors as well as breadth of stakeholder representation and the multidisciplinary nature of the work needed to be done for CHT to achieve its mission.

Achieving a balance that enables the Trust Board to operate effectively is a matter of judgement. The Trust Board should have regard to achieving this balance every time it considers recruitment and retention of new Trustees.



The Chamberlain Highbury Trust

January 2025

Role description of an individual Trustee

Introduction

Chamberlain Highbury Trust is an independent charitable trust (“CHT”). Our governance arrangements are set out in our Trust deed.

We are responsible for looking after Highbury as its custodian for the benefit of the public. It is important to us that everyone can visit and work with us, without any barriers being put in their way. Equality, diversity and inclusion matter to us. As well as the duty we owe to CHT, we are responsible for the health and wellbeing of our employees, volunteers, and visitors.

Our Trust Deed allows for the appointment of a minimum of five Trustees, and a maximum of 14. These can include co-opted Trustees.

Trustees are usually appointed for terms of 4 years and may be re-appointed at the end of a term, making the maximum continuous period of appointment eight years. We can, exceptionally, grant one further term of four years if necessary.

The role and purpose of the Trust Board is:

- To make a success of its management of Highbury and enhance Highbury’s reputation as an important heritage and historical centre.
- To deliver on our “public benefit” duty to ensure Highbury is open and accessible to all visitors, and to deliver on our youth leadership education ambition.
- Our separate document on the role, responsibilities and composition of the Trust Board has more information.

Key individual responsibilities each Trustee bears personally include:

This is not exhaustive, but key areas of responsibility for an individual trustee include:

- Ensure you comply with applicable trust and charity laws and behave ethically.
- Keep yourself informed about our work through attendance at meetings, visits to Highbury and reading about Highbury and about heritage projects generally.
- Make decisions and act in the best interests of CHT, not in your own self-interest.

- Be aware of the risk of being in a position of a conflict of interest, be sure to declare interests which might conflict with your duty to CHT, and do not participate in discussion and decision-making where you have a direct conflict of interest.
- Keep our business confidential and follow our privacy policy.
- Be an ambassador for Highbury and promote our work to relevant audiences.

Key areas of responsibility of an individual Trustee shared with all the other Trustees

This is not exhaustive, but the key areas of responsibility for each and every Trustee working together include:

- Ensure CHT meets and maintains all its relevant legal duties and responsibilities.
- Support our youth leadership education and promote our role as the custodian of Highbury and its heritage.
- Manage our assets prudently to keep Highbury in the best condition we can.
- Be welcoming of all visitors to Highbury, making it accessible to all.
- Work for the benefit of Highbury and its neighbouring communities, including by participating in committees, task & finish groups and working parties with others.
- Work with our staff and volunteers to ensure we all operate effectively.
- Establish and maintain good working relationships with all our stakeholders.
- Make and keep Highbury sustainable - economically, environmentally and socially.
- Run CHT in keeping with the principles of good governance and proper financial management and accounting.
- Regularly monitor, evaluate and revise our performance.

Person specification for a Trustee includes the following requirements:

Essential

You should have:

- An interest in and a commitment to heritage and conservation preferably with regard to architecture, landscape, ecology and history.
- Good understanding of the arts and culture scene, particularly locally.
- Business and leadership acumen.
- Board or Committee experience demonstrating an ability to think strategically, look outward and hold an organisation to account.
- An appreciation of good governance arrangements and willingness to uphold them.
- Experience of establishing good relations with a range of external stakeholders.
- Good communication and inter-personal skills demonstrating empathy and respect for others' views.

- Ability to take in complex information, assess evidence and draw conclusions.
- A commitment to the Seven Principles of Public Life (Nolan): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Desirable

It would be helpful if you have **some of these attributes**:

- Experience of assisting with a heritage project.
- Involvement, as a leader or team member, in a successfully completed major project.
- Understanding of regulation and funding relevant to heritage assets like Highbury.
- Fundraising, managing relationships with donors and attracting sponsorship.
- Business acumen and especially any experience of running a visitor attraction.
- Marketing, communications and social media.
- Knowledge of local government and how it operates.

General

The Charity Commission publishes guidance for Trustees of charities about your role and responsibilities. Please ask if you need help in finding the relevant guidance.

We have indemnity insurance which covers all the Trustees. You are covered in your role as a Trustee against certain liabilities owed to third parties. We can fund the legal costs incurred in defending claims against you covered by the indemnity. We also have appropriate General, Professional, Management, Public Liability and Employer indemnity insurance.

One Trustee also carries out the role of Company Secretary which carries additional responsibilities in relation to filing accounts and statements with Companies House and the Charity Commission and keeping our registered details up to date. We provide support for whoever accepts the role of Company Secretary.

Our commitment to equality, diversity and inclusion means that we welcome Trustees from all parts of our community. We will treat all trustees with fairness and respect. We will make reasonable adjustments where necessary to ensure that all trustees can fairly participate in our governance processes and activities. Please do not hesitate to ask us for further information and for help if there is ever more you need from us.