



NOTTINGHAMSHIRE BUILDING PRESERVATION TRUST

The Minster Chambers Church Street Southwell
Nottinghamshire NG25 0HD

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The Nottinghamshire Building Preservation Trust is seeking a TRUST ADMINISTRATOR to replace the administrator who has left unexpectedly for personal reasons.

The Position is for a self-employed, self-motivated person to help the Trustees/Directors to administer the Trust's activities and to increase membership of Friends of NBPT, publicising the Trust on social media and in traditional format.

The Trust is a charity and limited company based in Southwell with management meetings every quarter and separate monthly committee meetings. The applicant would be expected to work at least 2 hours each week in the Trust office, any additional time spent either at home or in the office up to an average of 6 hours per week by agreement. Remuneration is negotiable up to a maximum of £3,600 per annum.

The Role includes the following:

- *Assist the Chair and Committees to run an effective Building Preservation Trust.
- *Ensure that the Charity adheres to its statutory and constitutional obligations.
- *Gain a knowledge of what the Trust stands for and be an advocate of the Charity.
- *Work co-operatively with the Chair and other Trustees/Directors/Committee Members as part of a friendly team.
- *Provide an efficient administrative service for meetings including the timely production of agendas, minutes and organise meeting venues.
- *Together with the Chair, contribute to the organisation of the Annual General Meeting (AGM) as above. Send out invitations and minutes, and contact speakers.
- *Together with key volunteers, help organise occasional Trust activities and events including attending Heritage Open Days, show stands, lectures and Friends' social events when required (up to 5 per year).
- *Maintain a database of Trustees/Directors, Members and key contacts and a spreadsheet of regular income/expenditure.
- *Receive incoming telephone and email enquiries, correspondence (e-mail and post), assess contents, take suitable action and/or inform appropriate Trustee(s) volunteers, forward information and where necessary make follow-up enquiries to ensure that action has been taken.
- *Help with the production of the Annual Report and Occasional Newsletters including requesting and collecting reports.
- *Every two years organise the Harry Johnson Awards - including publicity, invitations and judges visits, contact winners and arrange public presentation of awards.

The Skills Required

Excellent organisational, governance and secretarial skills.

General management and computer competence.

Good written and verbal communication skills, particularly telephone enquiries.

Competence at basic IT skills including handling e-mails, word processing, internet searches and spreadsheets.

Web site management and social media familiarity.

Personal Qualities

Interest in Building Preservation issues.

Experience in a similar role.

Ability to work as a team member with a group of committed volunteers.

What impact the opportunity will have?

The Nottinghamshire Building Preservation Trust Ltd is a member of Heritage Trust Network, a nationwide group of Building Preservation Trusts, some county-based and others with single building objectives. Over its 50 year existence the Trust has purchased over 20 buildings, renovated them and sold them on with protective covenants. The funds built up over the years are now being eroded and the Trust is eager to halt this erosion and increase its income. We are active in identifying those buildings of local and national importance in Nottinghamshire which are at risk of harm or destruction. We seek to raise public awareness to the position and lead a campaign to protect and/or acquire a property, where appropriate, to conserve it for a sustainable future.

Every two years, in co-operation with the CPRE, we organise the Harry Johnson Awards, selecting from the entries the best new and the best conserved buildings in the County where work has been completed in the previous three years. This is an important opportunity to engage the public and designers in good building design.

Trustees make constructive comment on planning applications on Listed Buildings as consultant to member Local Authorities. In-coming applications are passed to designated volunteers.

The applicant will be able to help us carry out this work more effectively and expand our activities.

What is in it for you?

- * An opportunity to use your skills to make a real difference to our Nottinghamshire villages and towns where links to their historic past are being lost.
- * A chance to influence the direction of expansion of the Trust's activities.
- * Being part of a friendly team committed to preserving the county's built heritage.
- * An opportunity to develop 21st century techniques to promote the charity's objectives.

Please register your interest and request for further information by email; info@nbpt.co.uk or by post to Nottinghamshire Building Preservation Trust Ltd, Room 22, Minster Chambers, Church Street, Southwell, Notts N25 0HD by Friday 20th March 2020. Any information provided will not be divulged to any other individual or organisation.