



**HERITAGE of LONDON TRUST**  
PATRON HRH The Duke of Gloucester KG GCVO



## **Heritage of London Trust**

### **Voluntary Position – Honorary Secretary**

Heritage of London Trust (HOLT) is London's independent heritage charity, set up in 1980 by the Greater London Council to rescue historic buildings and monuments. To date, we have restored 850 sites across London and each one tells a story of the city and its people. Our ground breaking youth engagement programme Proud Places has reached over 8,000 young people who through site visits and workshops discover new pride for their local area.

This is an exciting opportunity for an Honorary Secretary to join the organisation, support HOLT's Board of Trustees and help the charity achieve its objectives. It is a key role for HOLT and the successful applicant will become one of its two voluntary Officers attending Board meetings, alongside the Honorary Treasurer. You will be making a meaningful impact, contributing your expertise and discovering a new side of London and its communities.

Experience with charity governance, ideally in a leadership role, and an enthusiasm for London's heritage is essential. The time commitment should be no more than 2 hours a week on average. The role is unpaid but reasonable out of pocket expenses are payable in line with HOLT's policy. The only required presence is attendance at three Board meetings a year in London, but participation at site visits and at events is warmly welcomed and is invariably rewarding.

### **We expect the successful individual to have:**

- Professional corporate experience
- Previous experience as a trustee, supporter or employee of a voluntary organisation
- Competent IT, and excellent organisational and administrative skills
- Professional and independent judgement

- Integrity, objectivity, accountability, and honesty
- An understanding of the legal duties, responsibilities and liabilities of trusteeship, and the Honorary Secretary role in particular
- Commitment to the aims, objectives and values of Heritage of London Trust
- A genuine interest in London history, local communities and people
- Strong communication skills

**The role includes:**

**1. Meeting Management**

- Organizing and coordinating Board meetings, including preparing agendas, circulating meeting papers, and ensuring proper notice is given.
- Taking minutes of meetings and ensuring they are accurately recorded and distributed.
- Ensuring that meeting procedures are followed and that decisions are properly recorded.

**2. Record Keeping**

- Maintaining accurate records of the charity's activities, including minutes of meetings, correspondence, and other relevant documents.
- Acting as a custodian of the charity's governing documents and ensuring they are up-to-date.

**3. Legal and Governance Compliance:**

- Ensuring the charity complies with relevant laws and regulations, including charity law and company law.
- Advising the Board on governance matters and ensuring compliance with the charity's constitution and policies.
- Ensuring the charity's annual returns to the Charity Commission are completed accurately and on time.
- Helping prepare the annual report.

**4. Supporting the Board**

- Acting as a point of contact for the Board and other stakeholders.
- Supporting the Chair in their role and ensuring the smooth functioning of the Board.
- Liaising with the Director, other trustees and staff as necessary.

If you would like an informal conversation about the role with the Director, please contact [nicola.stacey@heritageoflondon.org](mailto:nicola.stacey@heritageoflondon.org) or call 07714237614.

To apply, please write to [join@heritageoflondon.org](mailto:join@heritageoflondon.org) with your CV as a PDF attachment and a brief covering letter of no more than 500 words of how you believe you are suitable, when you would be available to start & where you are based.

We look forward to hearing from you.