



About Glasgow Building Preservation Trust

Glasgow Building Preservation Trust is a charity that works to rescue, repair, restore and rehabilitate historic buildings at risk across the city. The Trust also organises the annual Glasgow Doors Open Days Festival in September, which celebrates and promotes the city's architecture and rich built heritage.

Since 1982, Glasgow Building Preservation Trust has completed 23 capital heritage projects across the city. In addition to this impressive record, GBPT has delivered countless options appraisals and feasibility studies for groups and charities across the city.

The retention of our historic built environment is pivotal to our sense of place and contributes to making Glasgow a beautiful and vibrant place to live, work and visit. We work in partnership with others to give redundant buildings a new purpose and return them to their communities.

"...during the course of a building preservation project, not just the stonework and the roof gets repaired, but also people's hope, purpose, identity, community spirit, optimism and courage to take control of their future..."

Our work makes a major contribution to Glasgow's regeneration by:

- Saving buildings at risk from demolition
- Facilitating local economic regeneration
- Supporting local organisations in the delivery of capital projects
- Attracting investment for projects within the City

We strive to be an exemplary Building Preservation Trust by:

- Building on our experience of best practice
- Promoting the development of traditional building skills
- Promoting regular maintenance and responsible ownership of historic buildings
- Supporting innovation

We strengthen communities by:

- Providing support and assistance to groups with similar goals
- Building capacity of community volunteers through every stage of our projects
- Increasing awareness and recognition of local built heritage
- Enabling local groups to take control and responsibility

Partnership working makes us more effective by:

- Building on experience from project to project
- Strengthening relationships with every project
- Supporting our project partners needs
- Being flexible as an organisation to deliver innovative projects

With over 115 listed buildings across Glasgow on the Buildings At Risk Register, there is clearly a continuing demand for our work.

Since 1990, GBPT has organised and delivered the Glasgow Doors Open Days Festival. The Glasgow event was the first Doors Open Day event in the UK as part of the 1990 City of Culture. Since then, the event has grown in size and range of activities and events on offer with the 2018 event hosting over 78k visits to venues, 800 volunteers contributing almost 4,500 volunteer hours – all contributing towards a direct economic impact of over £300k.



Our Governance

The Board of GBPT meets quarterly and has the capacity to form an Executive Committee, drawn from the Board, to meet monthly or more frequently as required. The current Board of 9 volunteer trustees are a mix of longstanding directors elected from the membership and directors nominated by our corporate member organisations.

The Memorandum and Articles of Association of GBPT impose no restrictions on its field of operation but the Trust has chosen to concentrate its activities within the city of Glasgow boundary. It is the view of the Trust that Glasgow needs a building preservation trust that concentrates its efforts on the City as a key part of Glasgow's toolkit for ongoing development and regeneration. Where the Trust has sufficient staff capacity it may from time to time undertake projects outwith the Glasgow boundary.

Our Staff

The Trust currently has 4 full-time employees. On occasion, the Trust will procure specialists to carry out specific tasks such as historical research and conservation plans. The staff team reports to the Staff Director, who in turn reports to the GBPT Board. The principal responsibilities of the staff are as follows:

- development of potential projects;
- management of current projects;
- sourcing new projects;
- keeping the Board of Directors fully informed on all operational matters;
- forging and strengthening links with stakeholders;
- managing the Trust's finances; and,
- managing resources.

The GBPT staff team work from a main office base in Glasgow and meet together regularly to discuss project and strategic matters. The staff team has a portfolio of relevant skills to deliver the Trust's programme of projects. Staff expertise includes project management, finance and funding management, architectural conservation best practice, architectural history, working with voluntary organisations and event organisation and promotion.

Our Finances

GBPT only undertakes projects for which it can secure adequate funding. The Trust raises funds to cover its running costs in the following ways:

- project co-ordination fees charged by GBPT to each project;
- fees charged by GBPT for services given to others;
- revenue grant support from Glasgow City Council;
- grants and donations from public and charitable bodies;
- gifts and legacies from individuals;
- membership subscriptions.

As a charitable organisation with voluntary directors, any surplus funds from consultancy work is used to further the charitable objectives of the Trust.

Strategic Review

The Trust has been supported by Historic Environment Scotland and National Lottery Heritage Fund to undertake a strategic review of our organisation. Independent consultants have made 40 recommendations to help strengthen GBPT for the future. These recommendations are across governance, membership, marketing, business planning, partnership working and asset management. The Board have approved an Action Plan to deliver on the recommendations.



ROLE DESCRIPTION

Title:	Director
Salary:	This is a voluntary position and as such is non-remunerated. Out-of-pocket expenses incurred whilst representing GBPT or conducting its business will be reimbursed.
Responsible to:	Glasgow Building Preservation Trust – Board of Directors
Location:	Board meetings are normally held within GBPT's offices at Wellpark Enterprise Centre, 120 Sydney Street, Glasgow, G31 1JF

Summary of role

Directors of the company will be required to contribute to the effective governance and legal and financial control of the company at all times, and will provide strategic direction to the staff team, via the Trust Director. This strategic management role will be crucial in drawing in ongoing commitment, resources and investment from the public, voluntary and private sectors whilst ensuring the participation of local communities.

Directors of the company are bound by Company Law and Charity Law and all relevant legislation in this respect and are also responsible ultimately for health and safety, public liability and financial liability for the company (although it is recognised that much of the day to day management role in these respects will be performed by the staff team employed for this purpose, under the management of the Staff Director).

To deliver heritage projects, GBPT requires access to funding from a wide range of sources including the Glasgow City Council, Historic Environment Scotland, the National Lottery Heritage Fund, Architectural Heritage Fund and various charitable trusts. The company also requires to generate income (with annual targets) from selling its services and activities and charging for these.

The post holder should be able to demonstrate knowledge and-or commitment to all of the above roles.

Hours of Work / Level of Time Commitment Required

- The Board currently meets 10 times a year (approximately 2 hours per meeting).
- Time is also required each month to read and digest Board papers and seek further information / answers to any queries in this respect.
- It is anticipated that commitment would be along the lines of 5-10 hours per month.
- All Trustees would also be required to attend an induction process at the start of their term
- Term of office is initially for three years with scope to extend for up to six

General Responsibilities as a Trustee

- To be a strategic sounding board and critical friend to the Staff Director
- Ensure an effective and transparent system of governance
- To maintain effective working practices as a Board, and between Board and staff
- Provide financial oversight and approve annual budgets to ensure financial sustainability
- Ensure an effective and appropriate system of Health and Safety
- Ensure compliance with our governing documents, UK charity and company law and all other relevant legislation and regulations to ensure GBPT uses its resources in pursuance of its objects.
- In all other respects to fulfil the fiduciary and statutory duties of a charity trustee and company director.



Strategic Review

In addition to the normal operation of the Trust, new Board members will be joining at a time of Organisational Change and will be expected to be supportive of the recommendations as adopted. Previous experience of organisational change, governance, improving diversity, membership services and fundraising will be of particular relevance.

Person Specification

We would like successful applicants to:

- Share our beliefs and be passionate about our Trust's purpose
- Be an excellent communicator, able to engage with the cross-section of volunteers, staff, trustees, stakeholders and funders
- Apply commercial and business acumen to charitable activities
- Show enthusiasm to participate in relevant training or development activities or events
- Have experience of organisational change
- Have a wide network of funder contacts

We would like to encourage applications from BAME communities, women and younger people.

We would particularly, but not exclusively, welcome applications from people with experience in any of the following areas:

Baseline Skillsets required	Desirable experience
Finance and Accountancy	Business Development
Property and construction law	Fundraising
Events	Audience development
Marketing and communications	Heritage project development
HR	Previous charity trustee
IT	Community group Experience

If you would like to discuss the role informally, please telephone 0141 554 4411.

How to apply:

If you would like to be considered to become a Trustee of Glasgow Building Preservation Trust, please send:

- Your CV
- A cover letter setting out your interest in the role, relevant experience, including any specific skills that you could bring to the Board and examples of how you meet the requirements of the role.
- Details of any business or any other interests which might give rise to conflict of interest, and how you would address this should your application be successful.
- Details of two people who may be asked to act as referees for you.

Applications should be sent to the Staff Director, by email: andrew@gbpt.org

Or by post to: Andrew McConnell, Staff Director
Glasgow Building Preservation Trust
Room 16, Wellpark Enterprise Centre
120 Sydney Street, Glasgow
G31 1JF