

## **IHBC Council Chair: Job description**

*The Chair is a trustee of the IHBC with primary responsibility for the delivery of the Institute's current Corporate Plan. In addition to duties as a trustee of the charity and director of the company ([http://www.ihbc.org.uk/about/corp\\_papers/corp\\_papers.html](http://www.ihbc.org.uk/about/corp_papers/corp_papers.html)) the post-holder is responsible for the following activities & roles:*

1. To support, direct and chair Council meetings and operations
2. To oversee all aspects of shaping, agreeing, and delivering on the current Corporate Plan of the IHBC (CP10), both through the National Office, as executive, and elected officers and trustees
3. To liaise, network and negotiate with relevant parties, inside and outside the IHBC, to secure commitments in the Corporate Plan
4. To serve as the primary contact and adviser on national roles, issues and networks, including charring meetings of Council
5. To oversee the effective direction and operations of the National Office in accordance with the advice of relevant trustees
6. To oversee Council structure, membership, representation, skills sets and focus, ensuring alignment with corporate plan objectives
7. To maintain a current job description of the role, with key duties, activities and annual programmes aligned to the Business Plan.

## **Skills, knowledge, experience & commitment**

1. Experience in relevant & comparable administrative, management and/or financial roles, in particular demonstrable involvement with the management, operation and duties of UK-wide bodies
2. Experience of operating across diverse areas of the heritage, conservation and/or construction sectors
3. Capacity to work with modern IT systems and resources
4. Relevant and demonstrable corporate experience in delivering business plan objectives and targets
5. Experience of strategic or national/UK operations in relevant voluntary bodies/charities, ideally the IHBC, including demonstrable organisational, management & committee achievements
6. Knowledge and/or experience of trustee or similar roles & duties
7. Capacity to commit to at least 8 meetings a year (most in London) & to undertake relevant professional networking
8. Full membership of the IHBC and current CPD.

*IHBC October 2012*