



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

IHBC Secretary: Job description

The Secretary is a trustee of the IHBC with primary responsibility for the Institute's administrative & personnel affairs, including aligning planning with internal capacity. 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) the post-holder is responsible for the following activities & roles:

1. To support the Chair in shaping, agreeing with Council, and delivering on the current Corporate Plan of the IHBC
2. To monitor and ensure effective reporting to Council on the Corporate Plan, including Human Resources, and to respond to & address related procedural, operational & constitutional matters
3. To ensure that the administrative, statutory and corporate responsibilities, including line management of the National Office, are observed, in line with corporate objectives & capacity
4. To maintain oversight of Committee, Council and executive operations & standards, and compliance with charitable obligations
5. To serve as the primary contact on relevant advisory & networking matters, to Committees and to Council as appropriate
6. To help oversee Council & Committee membership, representation, skills sets and focus, ensuring alignment with business 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 administrative and/or management roles, including the operation and duties of national/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 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.

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