

# **DACORUM HERITAGE TRUST LTD**

## **ROLE DESCRIPTION**

### **PARTNERSHIPS DIRECTOR**



The Board of Trustees are jointly and individually responsible for the:

Overall governance and strategic direction of the charity;

- Its financial health;
- The probity of its activities; and,
- Developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees must hold the charity "in trust" for current and future beneficiaries, together with the following formal responsibilities which are indicative but not exhaustive.

- Ensuring that Dacorum Heritage Trust Ltd fulfils its legal responsibilities as laid out in its Articles of Association, as a company limited by guarantee and as a charity registered in England and Wales;
- Ensuring that Dacorum Heritage Trust Ltd pursues its objects as laid down in the Articles of Association and that its assets are used exclusively in pursuit of these objectives;
- Approving the annual returns submitted to the Charity Commission and Company's House;
- Overseeing the development of strategy and approving the strategic direction and policies for Dacorum Heritage Trust Ltd;
- Monitoring the performance of Dacorum Heritage Trust Ltd against agreed key objectives;
- Ensuring that Dacorum Heritage Trust Ltd remains financially viable and that the financial and reputational risks to which it is exposed are appropriately monitored;
- Ensuring that the Risk Register is actively managed and regularly reviewed;
- Agreeing the annual operating budget and monitoring financial performance in-year;
- Ensuring that Dacorum Heritage Trust Ltd is following best practice in both charity governance and business management;
- Promote positive Health and Safety awareness and practices across Dacorum Heritage Trust, ensuring its compliance with all relevant legislation;
- Providing expertise and insight into key issues; and,
- Trustees must act at all times in the best interests of Dacorum Heritage Trust Ltd. They must avoid situations where their personal or other interests conflict with the interests of Dacorum Heritage Trust Ltd and must not profit from their role. In carrying out their role, Trustees have a duty of care to act reasonably and prudently and have a higher duty in areas of their own expertise. As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

In addition to the general responsibilities of a Trustee, the Partnerships Director has a number of tasks specific to their role.

#### **Purpose of Role**

To plan, foster, develop, implement, and review the Trust's partnership working.

#### **Key Responsibilities**

- Create and foster a Partnership Strategy, which reflect DHT's Strategy and Vision, working in collaboration the Trust's staff, Board, and stakeholders.
- Identify, develop, and maintain relationships with high-level stakeholders and institutions (excluding DHT's constituent societies) in Dacorum, Hertfordshire, nationally, and internationally.

- Proactively seek opportunities for project and partnership working with Further Education and Higher Education institutions.
- Act as an ambassador to the Trust, working closely with the Public Engagement and Communications Director to seek new partnership opportunities for DHT.
- Work closely with the Resources Director to establish mutually beneficial partnerships with other organisations.

#### **Key Attributes**

- An interest in education, museums, and heritage.
- Experience of establishing high level partnerships between organisations.
- Experience of working with Further Education and/or Higher Education institutions.
- Able to effectively communicate with a wide range of stakeholders (e.g. board members, volunteers, Local Authorities, and education officials).
- Willingness and ability to devote the necessary time and effort to the role.

#### **Time Commitment**

- The Board meets four times a year;
- Four business planning meetings a year;
- An annual Strategy Day;
- The Annual General Meeting; and
- Any training which is arranged for Trustees together with any significant events.
- Board members are unremunerated but reasonable out-of-pocket expenses incurred fulfilling the duties of this role may be claimed.