



## **Ulster Architectural Heritage Society: Chief Executive Information Pack**

### **Chief Executive**

The Ulster Architectural Heritage Society (trading as Ulster Architectural Heritage) a company limited by guarantee with charitable status, was formed in 1967. Ulster Architectural Heritage is the lead independent voice for built heritage. A not-for-profit organisation, operating across the nine counties of Ulster, we have over 50 years of expertise in promoting the value of our built heritage, encouraging its protection and conservation and promoting heritage-led regeneration

UAH wishes to recruit a Chief Executive; the successful candidate should have relevant experience in a related discipline, be computer literate, financially astute and be driven to maintain the high standards of the organisation in all of the roles it plays.

For an application pack please see our website  
**[www.ulsterarchitecturalheritage.org.uk](http://www.ulsterarchitecturalheritage.org.uk)**

**Completed application forms should be emailed to: [treasurer@uahs.org.uk](mailto:treasurer@uahs.org.uk)**  
**Closing date for receipt of applications is 5pm Tuesday 28<sup>th</sup> September**

**If you have any questions about the role please email [treasurer@uahs.org.uk](mailto:treasurer@uahs.org.uk) with your contact details including telephone number and the Chair will contact you.**



## **ULSTER ARCHITECTURAL HERITAGE**

### **JOB DESCRIPTION: CHIEF EXECUTIVE**

**Summary:** The Chief Executive is responsible for the effective, smooth running of the Society, overseeing the efficient management of the organisation while ensuring the objectives of the Society are met. The post holder will lead a successful team and support the Committee and sub-Committees of the Society in setting strategic vision for the organisation, and in particular lead on management of key activities and projects, including fundraising to sustain operations into the future.

**Responsible to:** Committee of the Ulster Architectural Heritage Society.

**Responsible for:** Staff and volunteers.

**Reporting to:** Chair of the Society.

**Term:** Permanent. Probationary period: Six months.

**Hours:** Full time as required but nominally 9.00am-5.30pm, Monday to Friday. Monthly Board and Committee meetings normally take place outside these hours and attendance will be required.

**Salary** Range between £32,000.00 and £35,000.00 per annum, pro rata depending upon experience and qualifications

**Location:** Old Museum Building, 7 College Square North, Belfast, BT1 6AR. Other locations, as required.



### **CORE FUNCTION:**

To work closely with the Committee and its sub-Committees and to lead on strategy and the further development of the Society. To manage the Society on behalf of the Committee in an efficient and effective manner. Personally and through delegation to ensure the smooth delivery of the functions and activities of the Society.

Personally and through delegation, to support staff and volunteers as they develop their skills and competences in pursuit of the Society's aims.

### **MAIN ACTIVITIES:**

The Chief Executive's responsibilities are diverse and continually developing. Currently the core functions may be listed as: -

#### **Strategy, Business Planning and Stakeholder Development:**

- Develop the strategic vision of Ulster Architectural Heritage, as the lead independent voice for built heritage in Ulster, promoting its value, encouraging its protection and conservation and focusing the attention of all parties on the opportunities arising from heritage-led regeneration across the nine counties of Ulster.
- Take the lead on the preparation of all business and strategic plans according to the current planning schedule
- Develop partnerships and collaborations with other groups and organisations working for the protection of built heritage, across the third, private and public sectors to best achieve UAH's organisational aims.

#### **Advocacy:**

- Represent the organisation, as an expert independent voice with regard to the development and promotion of sectoral priorities including funding for the built heritage and the development and implementation of planning and other central and local government policies that support the built heritage.
- Act as a lead advocate and spokesperson for UAH, in the media and local press;
- Design and run campaigns when necessary
- Provide expert advice and guidance on issues relating to built heritage to government (including local government), the architectural profession, community groups and individuals where necessary;
- Attend government and other stakeholder groups, and consultations on built heritage, planning and policy as required;
- Respond to planning and other relevant policy consultations, as required;
- Prepare and promote reports on issues relating to built heritage, as required.



## **Fundraising**

- Source funding opportunities;
- Liaise with funders;
- Develop project proposals, write and submit applications for funding;
- Report regularly to funders on projects as they progress and on new developments which impact their areas of interest;
- Monitor funding timetables, and opportunities including all deadlines for renewal of funding, and act as necessary to maximise the continuity of UAH operations;
- Identify consultancy opportunities, develop tenders or applications for advertised projects to be supplied to other parties e.g. local and central government/other heritage groups.

## **Project Management - Core Activities:**

- Manage and lead the development of UAH core activities, in partnership with allocated lead officers, Committee and sub-Committees including:
  - Events
  - Membership
  - Publications

## **Project Management – Key Projects and Consultancy:**

- Manage and lead the team: support and supervise project officers managing UAH key programmes, ensure engagement by Committees and sub-Committee members where they can contribute most effectively and ensure that communications with funders and other partners works effectively. Current core programmes include:
  - Heritage At Risk
  - Hands-On Heritage
  - Heritage Angel Awards
  - Old Museum Building: Back to Life
  - Annual/ad-hoc consultancy projects: Open Heritage Belfast; Maintenance Week and others as opportunity arises

## **Branding:**

- Oversee brand representation and standards, including regular review and renewal of branding to ensure consistency across platforms.
- Ensure that up to date brand guidance is in place and disseminated appropriately and as required.



### **Communications:**

- Oversee and where necessary lead on communications via the press and media, UAH website, and its social media channels, which currently include: Facebook, Instagram, Twitter, and LinkedIn;
- Develop and maintain up to date guidance on how staff Committee and sub-Committee members should engage in communications on behalf of UAH.

### **Information Handling & IT Systems:**

- Oversee the use and renewal of IT systems to support the efficient running of the organisation;
- Ensure compliance with GDPR regulations;
- Oversee the use of the Society's website and ensure that it is up to date;
- Ensure that the Society has effective IT data security, back-up, maintenance and disaster recovery plans in place.

### **Finance:**

- Oversee the financial systems of the Society;
- Supervise appropriate systems for handling and recording of income including cash, cheques and petty cash;
- Ensure that relevant claims and end of year returns are prepared and submitted in a timely manner;
- Ensure that annual and project-specific budgets are prepared, monitor spend monthly and report regularly to funders on project budgets;
- Working alongside the Finance Committee, ensure that financial reports are available for Committee, sub-Committees and other meetings as required.

### **Human Resources:**

- Co-ordinate and oversee the work of staff and volunteers;
- Co-ordinate the recruitment of staff and volunteers;
- Where necessary provide hands-on support staff to achieve core and project aims;
- Delegate work as appropriate utilising the skills of all staff members to ensure the aims of UAH are optimised;
- Communicate agreed policy to staff and maintain systems to support such policies;
- Ensure that the Society is complying with Health and Safety legislation;
- Ensure compliance with all other statutory and legal regulations;
- Ensure security of personnel and property.



**Equality and Diversity:**

Support equality and diversity legislation to include:

- Acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with current legislation
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.**

**CHIEF EXECUTIVE- PERSONAL SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b><u>Education &amp; Qualifications</u></b>	Degree or equivalent professional qualification.	Degree in architecture, building surveying, planning or an associated discipline.
	Full driving licence and availability of motorised transport.	Post-graduate qualification in architecture, archaeology, building surveying, planning or equivalent experience.
<b><u>Knowledge</u></b>	Knowledge of issues relating to the protection of historic buildings.	Experience of delivering programme(s) for community participation in built heritage.
	Working knowledge of issues relating to built heritage, the planning system and policy.	Working knowledge of issues relating to built heritage, the planning system and policy in Northern Ireland and Republic of Ireland.
<b><u>Skills</u></b>	Excellent written communication.	
	Good knowledge of financial systems for business	
	Experience of the use websites and other online resources.	Demonstrable experience of development and constructive management of



		websites and other online resources.
	Experience of social media platforms as a communication and / or marketing tool.	Experience of social media for development audience engagement and corporate communications. Direct experience of social media management tools, including analytics.
	Good presentation skills and expertise in communicating complex issues to a range of audiences.	
	Good IT skills across a range of common business packages, e.g. Word, Excel, Outlook, and databases.	Skills in use of Geographic Information Systems, Arc GIS.
<b><u>Experience</u></b>	Minimum of 3 years' experience of working in the heritage sector or 3 years' experience working with built heritage in the architecture, planning, or building surveying fields.	Experience of working with/in association with funders, and public administration.
	Demonstrable experience in project management, planning and delivery.	Experience of fundraising/helping to develop funding applications and/or project plans. Experience of setting and managing budgets.
	Demonstrable ability to lead a successful team.	
	Demonstrable experience in being highly organised and able to prioritise workload.	