

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

*The Vice-Chair is a trustee of the IHBC with primary responsibility for supporting the Chair in the delivery of the Institute's Corporate Plan, with special reference to Branches. 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 assist the Chair in shaping, agreeing, and delivering on the current Corporate Plan of the IHBC (CP10), including chairing meetings as required
2. To support the Chair in overseeing all aspects of shaping, agreeing, and delivering on the current Corporate Plan of the IHBC (CP10), in particular regarding Branch business plans & operations
3. In support of the Chair, 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 Branch issues and networks
5. To ensure the effective alignment between Branch plans and national objectives, including support on Branch Connection Days
6. 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
2. Experience of operating across diverse areas of the heritage, conservation and/or construction sectors proven capacity to represent that diversity
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 local or regional operations in relevant strategic or national/UK voluntary bodies/charities, ideally the IHBC, including demonstrable organisational, management & committee achievements
6. Experience of chairing and/or trustee roles
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*