Dundee Historic Environment Trust
Trustee Recruitment Pack



Introduction

Dundee Historic Environment Trust is an independent charitable organisation, supported by Dundee City Council and Historic Environment Scotland.

Our Trustees are all volunteers with a range of skills who collectively provide strategic guidance and good governance to the Trust. Trustees ensure that Dundee Historic Environment Trust adheres to legal and financial regulations and support the delivery of key projects. They also champion the work of the organisation, helping to raise awareness of the Trust's activities.

Over the last year, several of our long serving Trustees have retired and so we are now seeking to recruit new Board members.

About Dundee Historic Environment Trust

Dundee Historic Environment Trust is an independent charitable organisation, supported by Dundee City Council and Historic Environment Scotland.

We provide grant assistance towards the appropriate repair of historic buildings in Dundee city centre and towards projects that provide opportunities to learn about and enjoy Dundee's historic built environment, particularly community heritage projects. The Trust also provides best practice advice on the maintenance and repair of historic buildings. We work in partnership with other organisations to deliver events, talks, training and workshops.

Dundee Historic Environment Trust's vision for the city's historic environment is to enable people to understand it better and to keep it well maintained and in good condition, to use it well and to enjoy it. We hope that Dundee's historic environment will contribute to modern day activity by all sectors of the community (residents, workers, students, tourists, etc), be a catalyst for environmental, cultural, economic and social change for the better, and provide a framework for incorporating exemplary modern design.

The Trust is a registered Scottish Charity (SC036165) and a Limited Company Registered in Scotland (No. 268877). Our office is in 29 Exchange Street in Dundee city centre.

Organisation

Dundee Historic Environment Trust is governed by a Board of Trustees comprised of up to twelve Elected Trustees, including one Dundee City Council nominee. There are currently seven Trustees and the Chair is Gordon MacDougall. The Board of Trustees meets quarterly to discuss grant applications and other governance matters.

The Trust also has a small team of staff who manage day to day operations. Until 2025 the Trust only had one staff member, the Director, who was seconded from Dundee City Council. At that time two new staff members were recruited – Mylene Herd, Community Engagement Advisor and Amanda Forde, Information Coordinator. The Director retired in 2026 and the Board decided to restructure the team. Mylene Herd was appointed as Trust Manager and a new role was created of Conservation Manager. The Trust is currently recruiting to fill this post.



Mylene and Amanda on a site visit



Trustees preparing to start a meeting

Join the Board of Trustees

The current Board is seeking applications from people with an interest in the work of Dundee Historic Environment Trust and a passion for conserving and improving the historic built environment of Dundee. Please note that Trustees are not paid for their time but are reimbursed for travel and other expenses incurred as part of their role.

Why become a Trustee?

Make a tangible difference: See Dundee's built environment and communities benefit from decisions you have helped to make.

Use your expertise: Bring your professional, community or lived experience to contribute to our collective efforts.

Shape our future: Help guide the Trust as it moves forward into an exciting new funding period.

Grow your experience: Develop your leadership, governance and decision-making skills through meaningful Board experience.

What Trustees contribute

- Guide strategic direction and oversee the Trust's activities.
- Support good governance and ensure legal and financial responsibilities are met.
- Support the wider delivery of key projects.
- Champion the Trust's work and help raise awareness of its projects.
- Ask constructive questions and contribute to informed Board decisions.

Time commitment

The Board of Trustees meets quarterly as the Grants Committee and then as the Board, usually these meetings last around two hours. Board meetings are held in person at our office in 29 Exchange Street, however there is the option to join virtually.

Board papers are uploaded to the Trustee portal by staff a week in advance of quarterly meetings. Trustees are expected to have read the papers so that they feel informed and confident in their decisions.

There may also be the following additional time commitments:

- Informal meetings are scheduled to be held four times a year. These meetings are not mandatory but Trustees are encouraged to attend when possible.
- Ad hoc meetings: there may be occasional additional meetings such as an Extraordinary General Meeting (EGM) or where an urgent decision is required.

- Decision by email: where a decision is required, staff will email Trustees and set a deadline for response.
- Events: Trustees may be asked to represent the Trust at events such as our Build Your Future training days.
- Board appointments: those who have additional responsibilities such as Chair and Treasurer will have additional time commitments as required by the Board and staff.
- Project visits: Trustees will be invited to attend visits to projects where grant-aided work is taking place, this includes both building repair projects and community heritage projects.

There is no set limit for remaining a Trustee. One third of the Trustees must retire at each AGM, those longest in office retiring first, but such Trustees are eligible for re-election.

Candidate experience

Dundee Historic Environment Trust welcomes applications from people of all backgrounds.

Potential Trustees must have an interest in and enthusiasm for the historic built environment of Dundee, and we are also particularly in need of Trustees with the following areas of expertise:

- Conservation and/or heritage
- Finance
- Income generation
- Community engagement
- HR
- Legal/Charity Governance

How to apply

Send your CV and a covering letter explaining why you would like to become a Trustee to info@dhet.org.

If you would like to have an informal chat about the Trust prior to applying, please let us know and we will put you in touch with our Chair, Gordon MacDougall.

More information about the Trust is also available on our website www.dhet.org

Once we receive your application, it will be forwarded to the Trustees who are dealing with the recruitment process. If you are being invited to interview, you will be contacted with a date and time to meet with us. Successful Trustees will be formally appointed at the next available Board meeting and thereafter will receive an induction from the Chair of Trustees and staff.