



REVIVING A SENSE OF PLACE

Haverfordwest Heritage is seeking a ...

Chief Executive Officer

Fixed-term for 2.5 years, renewal dependent on funding.

Salary: £42,000 pro rata (0.8 FTE).

Annual leave: 25 days per annum + bank holidays, pro rata based on 0.8 FTE.

A training allowance is allocated plus travel expenses and pension scheme contributions.

Home-based with weekly visits to Haverfordwest, and other travel as necessary.

Job share applicants are welcome to apply.

Haverfordwest Heritage is an equal opportunities employer.

Background

Haverfordwest is the central town in Pembrokeshire, south-west Wales, boasting a large number of 18th and 19th century buildings. With approximately 350 listed buildings, the town centre contains one of the most densely concentrated collections of listed buildings in Wales. However, the town has been in decline for over two decades resulting in many heritage buildings now empty, neglected and deteriorating.

Haverfordwest Heritage was formed in 2023 to reverse this decline by bringing buildings back into use. With three years of funding and support from the Architectural Heritage Fund, our aim is to re-establish a strong sense of community and positive economic, social, and cultural outlook by creating vibrant spaces for commercial, residential and community use within our historic buildings.

We are seeking a CEO to drive forward our activity in revitalising the town through the regeneration of its heritage buildings. They will build positive relationships and create a shared mission across a diverse group of stakeholders - coordinating volunteers, negotiating with building owners, and working with the town and county councils, expert advisors, funders, and building contractors.

The CEO will lead on acquiring and overseeing the renovation of heritage buildings. They will need experience working with property, ideally heritage buildings. We are looking for someone with demonstrable commercial and negotiation skills to put together complex deals which satisfy building owners, councils and funders, and are commercially viable for the Trust.

Equally as important will be identifying suitable and imaginative re-uses for buildings. They will need to show evidence of sound business acumen, excellent communication and community engagement skills. The CEO will work to understand the businesses and services that are needed by the community, and match suitable properties with the businesses wanting to set up in the town.

We are looking for someone who will work actively to build a connection with the community. While much of the work can be done remotely, the role needs someone who will visit at least weekly to embed themselves in the town so they understand the problems and potential first-hand.

We do not expect any candidate to have experience in all the aspects of the role, and will engage relevant experts to provide training and support where required.

To find out more or to arrange an informal conversation, please contact Richard Blacklaw-Jones, Chair of Haverfordwest Heritage, info@haverfordwestheritage.org.uk

Reports to: Board of Directors, Haverfordwest Heritage.

Line management responsibility: Responsibility for coordinating volunteers, freelancers, and consultants.

This post is funded by the Architectural Heritage Fund, Heritage Development Trust Programme.

Application process

To apply send a CV and statement explaining how your skills and expertise will enable you to transform Haverfordwest's neglected heritage to info@haverfordwestheritage.org.uk

Closing date for applications is 1st March 2024 5pm.

Shortlisted candidates will be invited to an online interview week beginning 18th March 2024.

Expected start date is 1 July 2024.

Person specification

- Excellent project management and prioritisation skills.
- Proven track record in building positive effective relationships with diverse stakeholders and negotiating mutually acceptable deals.
- Strong advocacy and influencing skills.
- Experience working with property, and a proven interest in built heritage, conservation, and town regeneration.
- Strong financial management skills, with the ability to construct budgets and then report spend against agreed spend areas.
- Understands the value of diversity and how to establish a positive working culture.
- Good research skills.
- Ability to assess commercial viability of proposed re-uses.
- Able to use email and office software.
- An ability to communicate using the Welsh language is desirable.

Responsibilities

The CEO will be responsible for delivery of the following tasks. While the range of activities is broad, the pace of delivery means the work will fit comfortably into the CEO's working week, and if the pace increases, it will be matched with funding that allows expansion of the team.

Strategic leadership

- Work with the Board to build and develop our strategy and business plan.
- Build a positive working culture where all stakeholders feel valued and recognised for their input.
- Champion the built heritage in Haverfordwest.
- Keep up-to-date on relevant legislation and policies, and work alongside other heritage and conservation groups, and local and national government agencies to develop policies and strategies.

Property acquisition and planning

- Identify heritage buildings suitable for acquisition.
- Work with the Board to evaluate each property's acquisition risk and opportunity.
- Negotiate the acquisition satisfying the seller, funders and any other stakeholders.
- Manage competitive tenders to appoint architects and other professionals.
- Work with professionals to prepare and submit any required planning applications in a timely manner.

Heritage building renovation

- Manage competitive tenders for restoration and conservation work.
- Project manage heritage building renovations, ensuring projects are delivered within financial and time budgets.
- Ensure that all conservation work complies with accepted conservation standards and national legislation and policy, including health and safety guidelines.

Re-use

- Develop and maintain an understanding of the businesses and services that are needed and wanted by the local community.
- Meet businesses seeking to set up in the town, and develop an understanding of their property needs.
- Undertake viability studies and project development plans for each building.
- Select the most suitable and sustainable re-use for each heritage building.
- Advertise and negotiate tenant agreements.
- Ensure rents are collected on time and manage any issues with tenants.
- Support local community groups and businesses to become sustainable tenants in renovated buildings.

External relations

- Build alliances, networks and develop productive relationships with key partners and individuals in the public, private and voluntary sectors, including other heritage development trusts.
- Foster relationships with key stakeholders and maintain strategic alignment with funders, key partners and supporters.
- Sustain and improve stakeholder perception of Haverfordwest Heritage.

- Oversee marketing and communication policies and campaigns, including the management of websites and social media.
- Develop and maintain a strong presence within the regional and national building preservation and wider conservation landscapes.
- Represent the views of Haverfordwest Heritage to national and local government and the media.

Finance

- Establish a financially viable organisation, with sustainable business planning and fundraising strategies.
- Increase the resources available to the organisation through sustainable new income streams and funding generation.
- Ensure robust financial management, governance and compliance including accurate budgeting, forecasting, annual reports, financial control, cash flow and tax obligations.
- Ensure that financial processes and controls are in place to support financial security, compliance and management of financial risk.
- Identify and apply for appropriate grants.
- Negotiate funding contracts and agreements.

Governance and risk

- Ensure effective governance, accountability and transparency in all operations and in the deployment of our land, buildings, and financial resources.
- Diligently support the Board, ensuring transparent and timely reporting of progress against the business plan; changes or developments in the business environment; and highlighting any key risks.
- Support the Board in the exercise of its legal, financial and other responsibilities, in line with current legislation.
- Duties must at all times be carried out in compliance with our Equal Opportunities Policy.
- Ensure compliance with all relevant legislation and with requirements of funders and other relevant agencies.