

Sheffield Historic Buildings Trust

Job description – Trust Manager

Appointment details

Job title:	Trust Manager
Employer:	Sheffield Historic Buildings Trust ("the Trust")
Location:	Flexible home working
Travel:	Regular travel expected within the Sheffield area meeting stakeholders as the Trust develops. Business travel expenses will be reimbursed in accordance with the Trust's Expenses Policy.
Contract type:	A fixed-term post from 1 st January 2027 to 31 st December 2028 (24 months) – potential for extension, subject to funding. Proposals from freelance consultants may be considered.
Salary:	£35,000 per annum, pro rata.
Hours:	21 hours per week spread over 3-5 days. Some weekend and evening working expected to manage events and attendance at regular Trust Board meetings.
Reporting to:	SHBT Board of Trustees monthly and regular reporting to Trust line manager.
Holidays:	30 days' paid holiday per year pro rata, including public holidays
Pension:	Statutory

About Sheffield Historic Buildings Trust

Sheffield Historic Buildings Trust is a relatively new building preservation trust (BPT), registered as a Charitable Incorporated Organisation (CIO) in 2024. The Trust currently has eight Trustees, listed below (left to right in the photo):



- Alice Ullathorne, Head of Heritage at Heritage Lincolnshire and Chair of the Heritage Network.
- Chris Hill, a senior architect at a Yorkshire-based architectural and surveying firm.
- Nicola Storey (Co-chair), a historic building surveyor who sits on two committees for the Society for the Protection of Ancient Buildings (SPAB).

- Simon Hollis, a Chartered Surveyor who sits on the Sheffield Conservation Advisory Group.
- Karla Harrison (Treasurer), a qualified chartered accountant and Head of Revenue Operations for an international technology and media company.
- Gavin Richards (Co-chair), a Programme Manager at the Architectural Heritage Fund and a Trustee of the J G Graves Charitable Trust.
- Lucy Newport, a Chartered Structural Engineer and Conservation Accredited Engineer (CARE) who chairs the Yorkshire regional group for SPAB.
- Craig Broadwith, who retired from Historic England in 2025 after 13 years as a Historic Places Adviser.

In common with the approximately 300 BPTs that are members of the UK Heritage Network, SHBT's mission is to rescue heritage at risk. The Trust has been set up in response to Joined-Up Heritage Sheffield's Heritage Strategy for Sheffield 2021-31, whose Action Plan called for a BPT to be established for the city.

The Trust aims to acquire and repair vacant and neglected historic buildings and convert them to viable new uses, for the benefit of the public, prioritising buildings at risk. Acting as a developer of last resort, its projects will typically involve sites which have a 'conservation deficit' (where the cost of repairs exceeds the market value of the asset once repaired). The Trust is committed to delivering projects that will meet the highest conservation standards and, where possible, promote conservation skills training. It intends to achieve its objectives by working in partnership with a range of local stakeholders, including Sheffield City Council and voluntary and community sector groups.

The Trust's first project was completed in summer 2025 – the Bower Spring cementation furnace, a scheduled monument in the Furnace Hill Conservation Area, both of which are on the Heritage at Risk Register. Funded by Historic England and working in partnership with the site owners, South Yorkshire Industrial History Society, the project consolidated the structure and provided interpretation of the site and community heritage skills days. Alongside this, working with the University of Sheffield's Roots & Futures, the Trust completed a community mapping exercise and participated in a series of workshops with groups across the city. This project was funded by the National Lottery Heritage Fund.

In 2026, the Trust secured a Capacity Building Grant from Historic England to enable the Trust to recruit its first employee, strengthen governance and expand its activities, including undertaking a viability appraisal and acquiring a building at risk (yet to be identified). Creative Heritage Consultants have now been engaged to support the Trustees in putting in place policies and procedures to ensure the organisation is 'employer ready' as well as organisational strategies, including a fundraising strategy, stakeholder management plan, communication plan and outline business model. The Trust Manager will be expected to lead and help deliver the project outcomes, but Creative Heritage Consultants will provide any mentoring (as required) in the early months of their employment, and someone on hand to discuss issues within office hours, when SHBT Trustees may not be available due to work commitments.

Role description

This is a unique and exciting opportunity to lead a newly founded building preservation trust, helping to establish the charity as trusted partner for Sheffield City Council and other key stakeholders.

The Trust Manager will:

- Conduct the day-to-day management of Sheffield Historic Buildings Trust.
- Champion the Trust's strategic objectives and oversee its operational activities, including maintaining the Trust's documentation.
- Deliver the Trust's first building conservation project from viability, through to development and completion.
- Prepare high-quality funding applications to potential funders, implementing the Trust's fundraising strategy.

- Develop community engagement activities, consultation events and, where appropriate, conservation skills initiatives.
- Manage volunteers as part of community engagement activities.
- Monitor and evaluate projects, producing reports for funders and the Board.
- Explore opportunities to establish a Friends of Sheffield Historic Buildings Trust membership scheme.
- Build strong relationships with Sheffield City Council, Historic England, funders, community organisations and other partners.
- Represent the Trust at meetings, forums, events and partnership groups.
- Manage communication and publicity, implementing the Trust's Communication Strategy. This will include website updates, newsletters, social media and press releases.

Person specification

Quality	Essential	Desirable
Knowledge & Qualifications	• Good understanding of charity governance, heritage management, financial management, and compliance. • Good understanding of building conservation principles, historic environment legislation, and heritage funding frameworks.	• Good knowledge of Sheffield and a passion for its heritage and historic buildings. • Degree in heritage management, conservation, architecture, planning, project management, or a related field. • Membership of a recognised professional body, such as IHBC, RICS or similar. • Understanding of the barriers to reuse and adaptation of buildings at risk. • Knowledge of project development processes, including feasibility studies, conservation plans, business planning, and statutory approvals.
Experience	• Experience working on heritage projects • Experience working with architects, surveyors, contractors, conservation specialists, and community partners. • Experience managing and building stakeholder relationships.	• Experience of fundraising and applying for heritage funding • Experience of managing project delivery budgets, competitive procurement and processing of drawing down grant funding. • Proven experience managing regeneration or capital projects from inception to delivery. • Experience managing volunteers and community engagement activities.
Skills & Abilities	• Ability to work independently, show initiative, and drive projects forward. • Excellent organisational skills. • Good written communication, including report writing and funding applications. • Excellent interpersonal and presentation skills, with the confidence to represent the Trust externally at all different levels.	• Excellent project management skills and the ability to manage multiple complex projects simultaneously. • Experience of website management and relevant software systems such as Word Press.

What we offer

- The opportunity to shape and grow an exciting new charity from its early stages.
- Flexible home-based working.
- Support from an experienced and friendly Board of Trustees and heritage consultants, providing mentoring for the first 12 months of the post.
- The opportunity to make a lasting impact on Sheffield's historic environment and the communities it serves.
- Opportunities for continual professional development and networking within the heritage sector.
- Commitment to equal opportunities. Applications are welcomed from all sections of the community. We particularly encourage applications from people who are currently underrepresented within the heritage sector. Appointments will be made on merit following a fair and transparent recruitment process.

How to apply

Please submit the following by email to sheffieldhbt@gmail.com on the closing date stated below:

- A current CV (maximum two pages).
- A supporting statement (maximum two sides of A4) explaining how your experience, skills and knowledge meet the requirements of the role.
- Covering letter providing details of your availability to start in the role, if appointed (notice period in current role, for example)
- Contact details for two referees (references will only be taken following a conditional offer of employment).

Any queries about the role and submission of applications should be sent by email to:

sheffieldhbt@gmail.com

Please include **"Trust Manager Application"** in the email subject line.

Recruitment Timetable

Vacancy advertised	w/c 14 September 2026
Closing date for applications	Friday 30 October 2026
Shortlisting	w/c 2 November 2026
Candidates notified	Friday 6 November 2026
Interviews	w/c 16 November 2026
Appointment confirmed	By 27 November 2026
Proposed start date	January 2027