



**Role: Chair of the Heritage and Culture Panel**

**Location: Leeds**

**Reports to: Leeds Civic Trust Council**

**Our Vision:**

“We celebrate the city’s rich history by learning from, preserving, and interpreting its physical and social heritage, while creating legacies for future generations. We aim to uncover and share the stories of Leeds’s people.”

**Role Purpose:**

The Chair of the Heritage and Culture Panel leads and coordinates the Trust’s heritage and cultural activities, with a particular focus on the Blue Plaques scheme. The Chair provides guidance and oversight for panel meetings, works closely with staff, and supports the Council in decision-making on heritage and cultural matters.

**Key Responsibilities:**

- Lead the Heritage and Culture Panel, particularly in assessing and recommending Blue Plaque nominations.
- Collaborate with staff to set meeting agendas and approve minutes.
- Review and provide recommendations on heritage initiatives and potential cultural projects, ensuring alignment with the Trust’s objectives.
- Oversee the implementation of long-term recommendations from the Pitter Review into Blue Plaques.
- Review Blue Plaque nominations before each panel meeting and provide comments to guide discussion.
- Participate actively in panel discussions, offering insights and helping the panel make well-informed decisions.
- Maintain confidentiality and impartiality when evaluating nominations.
- Coordinate any additional research on nominations by delegating tasks to panel members as needed to support discussion and recommendations.

**Meetings:**

The panel meets four times a year to discuss Blue Plaque nominations and other heritage and cultural opportunities. The Chair is responsible for guiding these discussions and ensuring the panel’s decisions are thorough and well-informed. Pre-meetings with staff before each meeting are required to review the agenda and plan effectively.

**Person Specification:**

- Passion for heritage, culture, and the history of Leeds.

- Strong leadership and organisational skills, with the ability to chair meetings and coordinate between staff and panel members.
- Experience in heritage, culture, or community-focused.
- Ability to critically assess proposals and provide strategic advice.
- Excellent communication skills, including report writing, presenting recommendations, and liaising with diverse stakeholders.

**Time Commitment:**

- Pre-meetings with staff as required.
- Attendance at four panel meetings per year.
- Additional time for reviewing nominations, proposals, and overseeing projects as needed.