



**Role: Heritage and Culture Panel Member**

**Location: Leeds**

**Reports to: Heritage and Culture Panel**

**Role Purpose:**

Panel Members' key responsibility is to assess Blue Plaque nominations. Members ensure that each nomination is considered carefully against the Trust's Blue Plaque criteria, contributing knowledge, research, and thoughtful commentary to help the panel make well-informed recommendations. The panel may from time to time be asked to consider other similar heritage initiatives, monitor the implementation of the Trust's Blue Plaques scheme and advise on potential changes.

**Key Responsibilities:**

- Review Blue Plaque nominations in advance of each panel meeting, providing comments to inform discussion.
- Undertake additional research on nominations as requested to support evaluation and recommendation.
- Participate actively in discussions, offering insights and contributing to decision-making.
- Work collaboratively with fellow panel chair, panel members, and staff to assess nominations fairly and consistently.
- Maintain confidentiality and impartiality in evaluating nominations.
- The panel may also be asked to take a view on other heritage and culture activity at the Trust.

**Meetings:**

The panel meets four times a year on Zoom. Members are expected to attend all meetings, having prepared by reviewing nominations and conducting any required research to further understand nominations in advance.

**Person Specification:**

- Interest in Leeds's heritage and the Blue Plaque scheme.
- Ability to evaluate nominations critically against Blue Plaque criteria.
- Willingness to dedicate time outside meetings for reading nominations and conducting research to further understand the nominations.
- Good communication skills and ability to participate constructively in group discussions.
- Experience and interest in heritage, history, or community projects.

**Time Commitment:**

- Attendance at four panel meetings per year, which last 1-2 hours.
- Time outside meetings to review nominations and conduct research as needed.
- A total of 3-4 hours every 4 months.

As a member of the panel, you will receive:

- Invitations to each new Blue Plaque unveiling.
- Invitations to other Trust events and volunteer socials.
- Our monthly email update.