

BECOME A TRUSTEE AT LEEDS CIVIC TRUST



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This magnificent sports club for all ages
has provided a home for many sportsmen
and women. It is a place where
people of all ages can enjoy the
benefits of a healthy and active lifestyle.
Leeds Civic Trust
Leeds Civic Trust
Leeds Civic Trust



Welcome

Thank you for your interest in becoming a Trustee at Leeds Civic Trust.

Last year Leeds Civic Trust celebrated its 60th anniversary. We were endowed in 1965 with a donation of £50,000 from local printer Charles H Crabtree. Ever since, we have been working to make Leeds a better place for workers, residents and visitors. We focus on planning, design and development, transport, the city's waterways and parks and our fantastic heritage and history. We connect with other key players in the city to further our aims, and are supported by a small staff team and many volunteers who care about our city.

We are looking for up to three new Trustees to provide leadership and challenge to the organisation as we enter a new phase in our development; we are moving to new premises later this year after nearly 40 years in our current building.

We are particularly keen to hear from people who have expertise in law, fundraising and volunteer management. However, we would welcome approaches from anyone who feels they can offer something to our organisation.

If you would like use your skills and expertise to support the development of Leeds Civic Trust then please read on!

Thank you for your interest

Jenna Strover
Chair, Leeds Civic Trust





What is Leeds Civic Trust?

Leeds Civic Trust is a charity, founded in 1965, that operates across the metropolitan district of Leeds. We are passionate about the present and future development of Leeds whilst caring about the city's heritage and history.

What are the objectives of Leeds Civic Trust?

Our constitution identifies the following charitable objectives for Leeds Civic Trust:

- To stimulate public interest in and care for the beauty, history and unique heritage of the city and metropolitan borough of Leeds including the identification and prioritisation of actions to preserve and enhance the historic built environment of Leeds
- To encourage high quality sustainable development; promoting high standards of sustainable urban design, architecture and landscape in development across the whole of Leeds
- To encourage the judicious preservation, development and improvement of features of general public amenity within Leeds so as to ensure Leeds is a happy, healthy and sustainable place to live and work
- To advance education in the appreciation of a people-friendly environment, considering climate change and the need to reduce environmental impacts; and to promote ways of improving the environment within Leeds including high quality green and public spaces, waterways and sustainable transport
- To promote and organise participation and cooperation with stakeholders and partners, including other civic organisations, locally regionally and nationally to further these objects

What do our charitable objectives mean for our work today?

Our charitable objectives underpin our current five-year vision, which began in 2025 and lasts until 2030.

In this document we identify the following ambitions:

Developing Leeds: We are committed to fostering the highest standards of urban design, architecture and landscape throughout the whole of the city

Moving around Leeds: We aim to improve travel within, to and from Leeds, ensuring people can easily access a wide range of employment, leisure and educational opportunities

Greening Leeds: We promote high-quality public spaces and enlivened waterways

Celebrating Leeds: 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 also identify the following opportunities for change:

Leeds Civic Trust seeks to make a meaningful impact across the city. To achieve this we aim to become:

- More representative
- More visible
- More influential

[The full version of our 2025-2030 vision is available here](#)





What do we do?

Leeds Civic Trust's objectives and vision are translated into the day to day activities undertaken by a small team of staff and a network of volunteers. Here are some examples that give a flavour of our work:

- Commenting on significant planning applications across the city, receiving presentations from developers and architects, and influencing the wider development of Leeds by proposing our own ideas for specific locations in the city, including our Eastside project and government proposals for the New Town.
- Engaging with key partners and stakeholders on mass transit and developing our own ideas for key transport interventions, including our report Imagine an Excellent Bus Service for Leeds, which forms the basis of the Trust's input on bus franchising proposals.
- Supporting the development and improvement of our city's parks (which, for example includes financial support to improve Penny Pocket Park and Gotts Park)
- Identifying and seeking solutions for buildings at risk via our Heritage Watch Group
- Membership of the co-ordinating group for the city's first Heritage Framework strategy
- Co-ordinating Heritage Open Days in Leeds – part of the largest heritage festival in the England
- Managing the city's Blue Plaques scheme – there are now more than 200 blue plaques celebrating the city's significant people, places, events and buildings
- Supporting community projects through our Community Heritage Grants scheme
- Running events that celebrate and reflect our values. Through these and other activities we hope to make Leeds a better place for those who visit, live and work in the city.

We work closely with key partners at a local, regional and national level to further the aims of the Trust.

[**Our Annual Report 2025-2026 provides a more complete overview of our work and**](#)

How are we organised?

We are a Charitable Incorporated Organisation. Our work is supported by around 600 members (100 of whom are from the business, public and charitable sectors).

The work of the charity is carried out by its team of six employees led by CEO Martin Hamilton. Many activities are carried out through groups and committees attended on a voluntary basis by the Trust's network of volunteers.

We are a financially stable organisation. Our funding comes from a mixture of events and membership income, legacies and donations and sales of books and merchandise.

Who are our Board of Trustees?

The Trust's constitution allows for a maximum of 12 Trustees.

There are currently 10 Trustees, some of whom are relatively new and others who have served as Board members for a number of years. They bring their own unique viewpoints, experiences and expertise from their own personal and professional experiences.

Trustees can be co-opted at any time by the Board of Trustees but must be formally elected at the Trust AGM, which is normally held in February. They are elected initially for 3 years before they must seek re-election. They can serve up to three terms of three years (nine years in total) before they must stand down for a year.

Why are we recruiting now?

We are recruiting now to fill the three current vacancies. This presents the Trust with an opportunity to reflect the diversity of our city through its Board of Trustees, to address gaps in skills and to anticipate the future retirement of Trustees.

We therefore anticipate recruiting to the three vacancies but may recruit further Trustees in anticipation of the possible retirement of Trustees at the next Annual General Meeting in February 2027.

Any Trustees recruited will be invited to join the board initially as co-optees ahead of confirmation at the next Annual General Meeting.



What are Trustee responsibilities?

The Charity Commission sets out six legal duties for trustees:

- Ensuring the charity is carrying out its purposes for the public benefit
- Ensuring that the charity complies with its governing document and the law
- Act in the best interests of the charity
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensuring the charity is accountable

What else are we looking for Trustees to bring?

In addition to the statutory duties outlined above, we look for Trustees who demonstrate:

- A willingness to undertake training to enable them to fulfil their duties
- A willingness to challenge the organization
- A willingness to devote the necessary time to being a Trustee. In addition to attending meetings as outlined below, this includes reading board papers, providing advice and guidance (including outside of meetings) in areas where they have particular expertise
- Objectivity, strategic vision and independent judgement

We brief Trustees on an annual basis on their legal duties and any updates from the Charity Commission. Other training is provided if required.

What is the time commitment for trustees?

Trustees are expected to attend Trustee Board meetings comprising:

- Four regular Trustee meetings which take place on a quarterly basis in the early evening. These meetings can last up to two hours
- An annual full day away day which takes place in the summer
- A short Trustee meeting in December (to approve the annual accounts) which is followed by a Christmas meal

Trustees may also be asked to take part in other meetings:

The Trust currently has one committee that reports directly to the Board - the Finance and General Purposes Committee.

This committee oversees the day-to-day financial management of the Trust, generates policy and governance documentation and oversees the Trust's annual salary and staff review processes. This committee includes Trustee representatives.

Other ad-hoc meetings including task and finish groups may be convened from time to time and which may involve trustee representation

Are Trustees paid?

Trustees are volunteers and are not paid a salary or fee but can claim reasonable out-of-pocket expenses in accordance with Trust policy.

Who are we looking to recruit?

We have undertaken a review of the skills set of the current trustee group and we are particularly keen to hear from people who have skills in the following areas:

Legal expertise

We are keen to recruit someone with professional expertise in law.

Fundraising

The Trust is about to embark upon a review of its overall funding base to improve the organisation's future resilience. We would be interested in recruiting someone who has general and direct experience of fundraising. This could be experience in obtaining grant funding, knowledge of increasing and diversifying income streams, or expertise in attracting donors and philanthropy

Volunteer Management

The Trust will soon implement a volunteers charter which sets out our expectations of our volunteers and their expectations of the Trust in return. We are recruiting a new member of staff to support our increasingly numerous volunteer base. We would be interested in hearing from someone who has direct association with an organization with a large volunteer cohort.

Other skills

We are also mindful of the need to ensure that there is a pipeline of qualified trustees to take over from existing trustees when they choose to retire from the Board. If you feel that your skill set could be useful to the Trust now or in the future but is not included in the areas of expertise identified above, please do still get in touch.

We are particularly interested in hearing from people in the commercial sector and with a background in transport or the built environment.



Our commitment to become a more representative organisation

Our 2025-2030 Vision seeks to ensure that our members, supporters and partners better reflect the diverse make-up of our city and we are working towards reflecting this in the make-up of our Board of Trustees.

We welcome applications from all qualified candidates and actively encourage applications from people whose backgrounds, communities and skillsets are currently underrepresented on our Board.

We are particularly keen to hear from:

- People from ethnically diverse backgrounds, including those that are represented in the city of Leeds
- Disabled people
- Younger people
- LGBTQ+ people
- People from neighbourhoods that score highly on the English Indices of Deprivation, including those from economically disadvantaged communities

We are committed to further developing a diverse Board, which brings a wide range of perspectives and experiences, to help us to better serve our community and fulfil our charitable objectives.

All appointments will be made solely on merit, following a fair and transparent recruitment and selection process.

How to apply?

Please submit a statement to office@leedscivictrust.org.uk (maximum one side of A4) outlining:

- Your skills and background
- Why you are interested in becoming a trustee of Leeds Civic Trust
- Your understanding of the role of a trustee

If you are unable to submit your statement in this format, please let us know and we are happy to consider alternative arrangements.

We will look at all expressions of interest received by 31 July 2026 and will then be in touch with next steps, which may include an interview.

