



THE SCOTTISH NATIONAL MEMORIAL TO DAVID LIVINGSTONE TRUST

Board Trustee/Secretary

Who we are?

David Livingstone Birthplace

The David Livingstone Trust emerged from being the ‘sleeping partner’ in a now ended 17-year Tri-Partite Agreement with National Trust for Scotland and South Lanarkshire Council. This has been followed by the 3-year delivery of a £9.1m Capital Project to refurbish the Historic Buildings, museum exhibition, café and shop at the Birthplace.

In July 2021 DLT opened a vibrant refreshed visitor destination telling the story of the remarkable life and heritage of David Livingstone. Our heritage includes Collections of international objects, dioramas, documents, and links to industrial history (the Blantyre Mill Books Library); two x 1785 Grade A Listed historic building; and 26 acres of natural heritage /parkland.

Business Aim

The Trust now needs to stand on its own feet and operate commercially. We have taken a very honest/realistic and conservative approach to revenue and are projecting an annual shortfall for which we have commissioned a fundraiser.

The Opportunity

The David Livingstone Trust is looking for a new Trustee and Secretary to join our Board. Our Trustees are crucial to the work of the Trust and collectively, their backgrounds , skills and experience reflect the diversity of the Trust’s activities.

We are looking for candidates with a legal or company secretarial background and experience of governance and risk management who can join our other Trustees in demonstrating a commitment to the Trust and our work.

You would be joining the Trust at an important time as we emerge from the COVID-19 pandemic and re-open the David Livingstone Birthplace Museum and Visitor Centre, following a £9.1 million grant-funded refurbishment.

Job Description

The Trust has made good progress on implementing a robust governance structure in the last 12 months that is suitable for an operating Museum and Visitor Centre. The Trustee/Secretary role presents an exciting opportunity to play a vital role in embedding good governance across the organisation, with responsibility for Board and Committee administration. As the Trust’s principal administration officer the Trustee/Secretary will be

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responsible for ensuring compliance with the Trust’s legal requirements and regulatory and other governance obligations and acting as advisor to the Chair and the Board.

There are three Board meetings per year and between two and six meetings for the Board’s five committees, and ad hoc Task and Finish Groups as needed throughout the year.

Key Responsibilities

Secretary Duties

- Advising the board of its corporate governance obligations and arranging for the preparation and filing of statutory forms at Companies House, including the Annual Return.
- Ensure the Board and Leadership Team are fully aware of, and comply with, their obligations to the Office of the Scottish Charities Regulator and National Heritage Lottery Fund, including formal compliance and information notifications, and all applicable statutory and voluntary codes of practice.
- Supporting the Treasurer in the preparation and filing of signed annual financial statements.
- Preparation of the Governance section in the Trust’s Annual Report.
- Keeping the Board and Leadership Team informed of new legislation and how it applies to them and the Trust.
- Preparing the documentation for various statutory changes, such as amendments to the Articles of Association.
- Supporting the preparation of the Board and Committee packs, attending all Board and committee meetings and producing minutes in a timely and efficient manner.
- Undertaking follow up post meetings, actively managing required actions and reporting upon matters arising.
- Fulfilling the role of Company Secretary.

Governance and Compliance

- Responsibility for developing and implementing processes and procedures to promote and sustain good corporate governance.
- Reviewing the Trust’s governance processes and documents to ensure these remain fit for purpose and considering any improvements or initiatives that could strengthen governance.
- Ensuring that the governance framework and any supporting policies and procedures are clearly documented and that a register of policies and procedures is maintained.
- Maintaining the Trust’s Register of Interests.
- Maintaining the Trust’s Risk Register.

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- Ensuring that a register of material contracts is maintained.

Functional Effectiveness

- Assisting the Board and its committees to function effectively and in accordance with their terms of reference by proactively managing the agendas in consultation with the respective Chairs.
- Assisting the Board Chair in conducting Board and Committee effectiveness reviews.
- Assisting the Board Chair in conducting Trustee appraisals.
- Assisting the Nominations and Governance Committee with the recruitment, induction and training of new Trustees.
- Arranging relevant training for Trustees.

Contact Details

If you are interested in applying for the role please contact [Isabel Bruce, Chair of Trustees] at isabel.bruce@dltrust.uk

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