



Suffolk Preservation Society Director

Candidate pack
September 2025



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CHARITY RECRUITMENT

SUFFOLK
PRESERVATION SOCIETY



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Introduction



Thank you for your interest in becoming the Director of the Suffolk Preservation Society (SPS).

The Society is a registered charity dedicated to protecting and enhancing the countryside, towns, villages and buildings of Suffolk. It is an exciting time to join the SPS as we are entering a period of transition and purposeful regeneration. We are fast approaching our centenary year (1929-2029), with plans to celebrate the legacy of the Society and its impact on the county, but also look to the future, and plan for a new direction. Our new Director will be critical in establishing next steps for SPS, and in delivering a new way forward.

SPS is led by the Director, who is supported by a small team of staff and volunteers and accountable to the Board of Trustees. SPS is seeking a dynamic leader to steer our organisation with the goal of achieving sustainable outcomes for both Suffolk's historic natural and built environment.

We are excited to welcome a new Director who shares our passion for Suffolk, to build on our strengths and maximise SPS's potential.

I look forward to learning more about you and what you will bring to SPS. Thank you again for your interest and all best wishes for your application,

Robert Townshend
Chairman of the Board



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About us



SUFFOLK
PRESERVATION SOCIETY

Suffolk Preservation Society

The Suffolk Preservation Society (SPS) is the only countywide amenity society dedicated to protecting and promoting the special historic and landscape qualities of Suffolk.

SPS currently supports individual historic property owners and neighbours, community and campaign groups, parish councils and amenity societies on heritage and landscape issues. We also signpost to expert local craftspeople and specialist built-environment professionals, and offer helpful advice on some of the pitfalls to avoid when preparing a listed building application or responding to a planning application consultation.

We currently have c. 600 members, and aim to empower communities to have a greater say in the future of their area through events and activities and by supporting Neighbourhood Planning.

We are a self-funding charity supported by donations and by our members. Our membership is made up of parish and town Councils and amenity societies from across the county, as well as individuals who share our passion for protecting the past and positively shaping a sustainable future for Suffolk. SPS also represents CPRE, The Countryside Charity in Suffolk.

We support the nation's vital move towards net zero and we recognise the economic realities that the country is facing. We push for policies and decisions that will benefit future generations and that seek to mitigate the most harmful impacts on Suffolk's landscape and heritage.

We aim to influence outcomes for the benefit of the special qualities of our county- its landscape, historic buildings, towns and villages. We call for new developments to be sustainably located and well designed as well as feeding our views into consultations on national and local planning policy.

For SPS's history visit [here](#).

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Job description



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Job description



Role details

Job title	Director of the Suffolk Preservation Society
Responsible to	Chairman of the Board
Salary	£70,000 - £80,000
Location	Little Hall, Market Place, Lavenham, Sudbury CO10 9QZ / scope for some homeworking, plus travel to meet with external stakeholders
Contract type	Permanent, full time (subject to a 6-month probation period)
Direct reports	Office Manager
Benefits	<ul style="list-style-type: none">• 25 days paid annual leave per annum, in addition to Bank Holidays in England. After 2 years of continuous service, you will be entitled to 1 extra day of annual leave for every complete years' service, up to a maximum of 5 extra days of leave after 7 complete years of service.• There is a contributory pension scheme.





Role purpose

The Director will ensure the smooth and effective running of the charity, and will be accountable for operational and financial management. The Director should serve as an effective ambassador for SPS with the ability to drive SPS's development forward, foster broader engagement and articulate the importance of protecting and enhancing the countryside, towns, villages and buildings of Suffolk with a broad and diverse audience.

With the Board of Trustees, the Director will develop a fit for purpose strategy for SPS, explore and develop opportunities to increase and diversify income streams, increase public awareness and ensure impact monitoring and evaluation frameworks are in place. The Director will also grow and develop a team and ensure a robust budget, and business plans are in place for ongoing development.

Duties and responsibilities

- Direct, sustain and develop the impact of SPS, so as to best promote the conservation, protection and environment of Suffolk's physical and natural environment.
- Work with the Board of Trustees to establish and lead a new strategy for SPS, including opportunities to innovate, as well as exploring and developing new revenue streams in order to build SPS's commercial viability thus allowing it to sustain and expand its activities and reach.
- Advise the Board of Trustees on the overall direction of SPS's policy work, which currently includes but is not limited to planning work and campaigning in the fields of planning, transport and rural policy.
- As the lead member of the SPS's staff team, oversee all aspects of the management of staff and volunteers, building, leading and developing the team and fostering a positive and inclusive culture.
- Plan and execute engaging events that align with the charity's purpose, including lectures & talks and special access experiences, to foster member retention and support the attraction of new members and supporters.

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Job description



- Co-ordinate SPS's wider activities, working in liaison with staff and volunteers to deliver SPS's objectives.
- Responsible, alongside the Chair and Treasurer, for administering all aspects of SPS's finances, including developing and agreeing budgets with the Board of Trustees, ensuring that budgets are adhered to and the performance is monitored, expenditure is minimised and income is maximised.
- Review and develop the membership proposition to optimise membership recruitment and retention, including services, activities, benefits and access.
- Attend and prepare for all Trustee Board meetings (and any sub-committee meetings) liaising with the Chairman.
- Prepare and deliver a Director's Report at all regular Trustee Board Meetings, including:
 - Updates on key indicators of SPS's impact and financial health;
 - Strategic and operational risks and changes in the external environment that affect SPS;
 - Ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Ensure compliance with all legal, ethical, and other expected standards, including requirements from the Charity Commission and external funders.
- Build and maintain relationships with donors, members and high-profile supporters of SPS.
- Foster relationships with potential partners, funders, and other cultural and conservation focused organisations across heritage and other relevant sectors.
- Be responsible for the content and distribution of SPS's media releases, articles for journals and newspapers, and co-ordinate radio/TV interviews.
- Be the primary spokesperson, advocate and external face of SPS and liaise with SPS's media consultants.
- Coordinate the production of monthly bulletins, the Newsletter (Suffolk View), and contribute articles to it.
- Assist in the commissioning of consultants to undertake work on SPS's behalf and to monitor their performance.

Undertake any relevant task that may reasonably be required by the Board of Trustees.

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Person specification



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Person spec



Experience and skills

- An appreciation of the impact of the planning system and/or a solid understanding of the protection of and development of historic built heritage.
- Proven track record of effective leadership and business management, strategic planning, and management of a small team.
- Agile, decisive, and entrepreneurial in approach.
- Experience of delivering growth and development, which capitalises on opportunities and increases the reach and impact of an organisation.
- Strong understanding of financial management, budgeting, and income generation.
- Excellent engagement skills with the ability to build confidence across a wide range of stakeholders.
- Experience in public speaking and presenting.
- Deep commitment to heritage and conservation sector.
- An affinity for and understanding of Suffolk and what makes it special.
- Ability to prioritise.
- Capacity to remain calm and diplomatic in sometimes difficult and challenging situations.
- Flexibility, given the diverse nature of the work and limited staff resources.



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How to apply



SUFFOLK
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How to apply



The Suffolk Preservation Society is working exclusively with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest

For an informal and confidential discussion about the role, please contact Katherine Anderson-Scott, Associate Director at Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or any other category protected by law.

Closing date: Monday 29th September 2025

Charisma vetting interviews must be completed by EOD on the 7th October prior to longlist submission on the 8th October.

Interviews with SPS: TBC

- **1st stage: w/c 20th October (likely virtual)**
- **2nd stage: w/c 27th October (in-person)**



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