



Almond Valley Heritage Centre Board Recruitment

Join Our Board of Trustees – Help Shape the Future of Almond Valley

Almond Valley Heritage Trust is looking for passionate volunteers to join our Board of Trustees. This is an exciting opportunity to play a key role in shaping the future of one of West Lothian's most loved heritage attractions at a pivotal moment in its development.

The Board has recently approved a new strategic plan, setting out an ambitious vision for our future, that will see us harness the heritage in our care to transform visitor experience, ignite imaginations and inspire a lifelong love learning and discovery and our natural, built and cultural heritage.

The Trust is in a period of transformation, working diligently, cross sector and within our communities to ensure our resilience, relevance for the future. In the last 12 months we have achieved several milestones, including the digital transformation of the organisation resulting in a more data driven organisation, audience growth of 13.3%, diversification of our visitor programme, cultivation of several cross sector partnerships, in addition to implementing a long term site development strategy. We have also launched Project Break Out, a major community-led initiative to reimagine the Museum of the Scottish Shale Oil Industry into a more inclusive, accessible, engaging and forward looking space. Supported by the Museum Development Fund (Museum Galleries Scotland), this project will bring local communities, schools, and visitors into the heart of our transformation.

Moving forward – we are prioritising people, place and impact. We are incredibly excited by our vision for the future, and are seeking to expand our Board of Trustees to ensure that we have the diversity of thought, ideas, lived experience, to ensure the realisation of our vision for the future.

We are particularly keen to hear from candidates with expertise in:

- **Human Resources:** to support governance, volunteer engagement, and workforce development.



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- PR, Marketing and Communications – to help grow our audience, increase engagement, and enhance our digital presence.
- Arts & Culture – to support creative programming, community engagement, and cultural partnerships.
- Fundraising – to help us secure vital funding and build strong relationships with donors and grant-giving bodies.

What Does a Volunteer Trustee Do?

As a Trustee, you will help guide the strategic direction of the Trust, ensuring strong governance and supporting our management team in delivering our charitable objectives. Board meetings are held 6 times per year, and trustees contribute their skills and experience in a voluntary capacity.

Who We're Looking For

You don't need to have been a trustee before – we welcome fresh perspectives and ideas! We are particularly keen to hear from you if you have experience in:

Human Resources

Marketing, PR & Communications

Fundraising

Arts & Culture

and share our passion for heritage, education, and community engagement.

Further information can be found in our [Trustee Candidate Pack](#).

How to Apply

If you would like to be considered for a Trustee position, please provide the following:

- Written statement outlining why you wish to be a Trustee and bringing to life the skills that you will bring to the role and the ways in which you will contribute
- An up to date CV including the details for two referees



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If you are shortlisted, you will be invited to meet with our Chair/Vice Chair for a brief meeting at a mutually agreeable time.

If you require a reasonable adjustment at any stage of the appointments process or if you require further support with your application, please contact Tracy Smart by email at tracy@almondvalley.co.uk

If you wish to speak with a member of the Board in advance of submitting an application or wish to discuss an application in an alternative format please email jobs@almondvalley.co.uk