



<b>JOB TITLE</b>	<b>Trust Director (permanent post)</b>
<b>LOCATION</b>	<b>Perth</b>
<b>SALARY</b>	<b>circa £40,000 per annum</b>

## ABOUT US

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Founded in 1997, Perth and Kinross Countryside Trust is an independent charity that negotiates access to land, builds footpaths, helps care for Scotland's most spectacular woodlands and trees, and works on conservation projects all to improve and promote access to the countryside for walkers, cyclists and horse riders. We work in partnership with other organisations and community groups to help make Perthshire one of the most accessible destinations in Scotland.

## JOB PURPOSE

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Reporting to the Perth & Kinross Countryside Trust (PKCT) Chair of Trustees, the **Director** is responsible for leading the PKCT Staff Team and ensuring the effective running of the organisation on behalf of the Board of Trustees.

## KEY RESPONSIBILITIES

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### Leadership and Management

- Set the organisational culture and provide leadership, motivation, support and guidance to staff and Trustees.
- Working with the Board to develop PKCT's new strategic plan every three years.
- Develop and manage the annual work plan to deliver PKCT's strategy, goals and objectives on behalf of the Board and key stakeholders.
- Effectively manage PKCT's finances including preparation of budgets and control of income and expenditure.
- Line manage the PKCT staff team of four and manage the Trust's HR processes.

### Governance

- Work with the Board to maintain high standards of governance, to allow it to fulfil its constitutional, regulatory and legal requirements, in accordance with the requirements of the Office of the Scottish Charity Regulator (OSCR).
- Provide appropriate and timely management information to the Board.
- Support the Chair to develop proposals for Board discussion and decision-making.
- Work with the Chair to ensure the continued engagement and development of Trustees and monitor and contribute to the work of Board sub-committees

### Fundraising

- Maintain PKCT's strong relationships with key funders and take responsibility for fundraising to support PKCT's work.
- Build on existing income streams and seek out new income streams for PKCT's work.

### Promotion of the Trust

- Be an ambassador for PKCT.
- Build new, and strengthen existing, external relationships in order to promote PKCT's profile and enhance income generation.
- Seek opportunities to expand and promote the activities of PKCT.
- Ensure that PKCT is presented in an appropriate and professional way at all times.

**The Director is expected to carry out any additional duties as are reasonably compatible with the role and required by the Board.**



## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification or equivalent related to the requirements of the role defined in the Job Description</li> <li>• Able to travel easily throughout Perth and Kinross as well as occasionally further afield</li> </ul>	<ul style="list-style-type: none"> <li>• Training in the Construction (Design and Management) Regulations 2015</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of establishing a positive organisational culture and developing a high-functioning, professional team.</li> <li>• A proven track record of leadership and strategic planning, ideally with a Scottish charity</li> <li>• A strong understanding of good governance within the Scottish charitable sector</li> <li>• Considerable experience of financial planning, budget management and income generation</li> <li>• Considerable experience of effectively line managing and supervising people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of countryside access legislation and policy in Scotland</li> <li>• Familiarity with existing funding framework within the countryside/environment sector</li> <li>• Familiarity with bookkeeping software</li> <li>• Familiarity with GDPR and other data sensitivities</li> </ul>
<b>Competences</b>	<ul style="list-style-type: none"> <li>• Well-developed project management and organisational skills</li> <li>• Excellent interpersonal skills and the ability to work effectively in partnerships with public, private, community and NGO bodies</li> <li>• Evidence of skills associated with relationship building and partnership working, and a commitment to collaboration</li> <li>• An excellent communicator with the ability to present and write effectively particularly with regards to report writing</li> <li>• Proficiency with standard Microsoft Office packages including Outlook, Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working well with a variety of stakeholders such as land owners, community groups and partner organisations</li> <li>• Experience of website content management systems and common social media platforms</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• The nature of the role means that from time to time the person will be required to visit remote outdoor locations to view project work</li> <li>• The nature of the role means that from time to time the person will be required to undertake work involving evenings/an overnight stay and/or weekend work</li> </ul>	