

# Managing Director Recruitment Pack





Thank you for your interest in joining our team.

We are proud to offer a unique post at the forefront of social enterprise in an exciting growth stage.

Newbold Trust is a social enterprise which offers a nurturing service and space for workshop leaders, organisations and individuals who contribute to making a positive impact in the world. Newbold House is run by a community of staff and volunteers committed to facilitating positive change.

People come to us because they want more than a venue for their workshops and events, they want to feel at home, relaxed and nourished. They want a place where change can happen both naturally and within themselves and in their organisations.

We also run regular in-house programmes and events at Newbold House which focus on connecting with nature, regenerative systems and education for positive change. We are currently working on expanding our in-house educational programmes.

The Newbold Trustees are looking to recruit a new Managing Director to lead the growth and expansion of this exciting social enterprise. The successful candidate will be responsible for holding the vision and overview of the Newbold Trust and ensuring that it meets its social and organisational aims and objectives.

This is an exceptional opportunity to create positive change in the world.

We look forward to hearing from you!

David Mead  
Chair of Trustees  
Newbold Trust

# Job purpose

To lead the sustainable growth of the Newbold Trust.

Your main responsibility will be to lead and manage the next stage of social impact for the Trust.

You will be responsible for the consolidation of existing work and manage the acceleration of growth of our educational centre.

You will work closely with the Board, heads of departments and our customers, to lead the provision of learning and development.

You will manage the operational aspect of our business in collaboration with the core team to provide a high quality and nurturing service.

You will recruit suitably qualified staff and manage all staff and volunteers to ensure a healthy, happy and functional working environment whilst complying with all relevant employment law (including regular staff supervision).

You will manage the Trust's finances by maintaining an overview to ensure financial and management accounts, cash flows and budgets are properly established, maintained, monitored and discussed regularly and sufficiently with the Board and you will ensure that statutory financial reports are prepared and filed in time.

## Your key drivers will be:

- Carrying out our strategic business planning in consultation with the staff and Trustees. Tracking and reviewing plans and actions to ensure objectives and outcomes are being met.
- Communicating the purpose, key messages and direction of the Trust both internally and externally.
- Holding an understanding of the legal and financial responsibilities of the project and ensuring these are met.
- Developing (in consultation with the Board) services, programmes/courses and projects which enable the Trust to achieve its mission and vision, while thriving as an organisation.

- Identifying and pursuing opportunities including funding and partnerships, which will move the Trust forward.
- Providing leadership which promotes health and wellbeing for the Newbold team through appropriate induction, training, support opportunities, remuneration and motivation.
- Creating new partnerships to encourage financial growth.
- Ensuring that there is a clear organisational culture, based on agreed values.
- Monitoring and ensuring protocols are in place to ensure smooth induction and transition of staff.
- Demonstrating impact and improvement through accurate evaluation and reporting.

## Main responsibilities

### **Strategic Planning & Governance**

### **Leadership**

### **Business Development**

### **Management**

## Person specification

This is a critical leadership role in an expanding social enterprise, the organisation and the social economy.

We are looking for a person who is ready for the exceptional challenge of developing an educational centre for positive change.

The Trustees are looking for someone who is keen to work with vibrant, entrepreneurial and dedicated people and colleagues and who has a good culture fit with our organisation. This might be the ability to think outside the box and include a spiritual dimension in their approach to the work.

Having the right mind-set, attitude and approach is as important as having the right experience and skills. We appreciate that a suitable candidate may not have all the listed criteria but if you feel your attitude, skills and experience would make a significant contribution in this role we would welcome an application from you.

## Essential Skills and Experience

- Ability to hold the 'Big Picture' and work at the 'meta' level of a project or system.
- Knowledge and experience of leadership and management in the third sector.
- Ability to carry out strategic thinking, planning and action.
- Interest and experience of working in wellbeing, sustainability, education, social and environmental justice or a related field.
- Outstanding relationship and partnership management skills.
- Senior management experience, with excellent management skills of large complex projects, including the ability to motivate teams and organise activities.
- Strategic thinking, with a positive outlook and an ability to identify, create and lead on imaginative solutions to meet emerging needs.
- Excellent communication (both written and oral) and interpersonal skills are essential in relation to colleagues, clients/customers, internal and external stakeholders.
- Excellent people management skills and experience of managing diverse groups of people from different cultures.
- Confidence in presenting and hosting. Credibility in representing the Trust to partners and audiences at all levels.
- A drive to exceed customer expectations.
- Excellent proposal, report writing and IT skills.
- Experience of budgeting and financial planning to promote business growth.
- Understanding of and a commitment to the values of equal opportunity, diversity and social enterprise.
- Ability to manage flexible working hours.
- A desire to help change the world through education.

## Desirable Skills and Experience

- Experience of the hospitality sector.
- An understanding of the social enterprise and third sector policy landscape in the UK.

- Knowledge and experience of working with social enterprise or the Third Sector.
- Experience in marketing and sales.
- A relevant qualification at degree level (or equivalent).
- Keen to work as an integral part of a small, complex entrepreneurial organisation.

## Terms & Conditions

### Contract

- Full Time Permanent Contract.
- Salary Range: £25,500 – £30,000.
- Annual leave entitlement of 30 days.
- The Managing Director works a 35-hour week. Travel and flexible hours, including some weekends, will be integral to the role.
- Staff benefits include a statutory government company pension scheme, childcare voucher scheme, an employee assistance programme, learning and development opportunities.
- Notice period – three months.
- A maximum of two weeks not taken in one year may be carried over to the following year (January or February).
- All leave must be agreed in advance with the line manager: one week in advance for leave up to three days, and one month in advance for leave of more than three days. Please be aware that holiday requests of more than three days may not be granted during the peak season.

### Location

Newbold House, 111, St. Leonards Road, Forres, IV36 2RE Scotland UK.

# How to apply

To apply to become the Newbold Trust Managing Director, please:

- Complete the application form
- Provide a covering letter & CV
- Send your application form, covering letter and CV to: [gavinm@newboldtrust.org](mailto:gavinm@newboldtrust.org) by 5pm, Thursday 20<sup>th</sup> June 2019

*Shortlisted candidates will be invited to an interview on Wednesday 26th June.*

If you have any questions, or would like to arrange to discuss the post please contact:

[gavinm@newboldtrust.org](mailto:gavinm@newboldtrust.org).

Thank you.