

**JOB DESCRIPTION**

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| **Job Title:** | Director |
| **Responsible to:** | Chair of Trustees |
| **Main purpose of job:** |
| * The Director is the Trust’s executive officer and most senior member of staff.
* The Director is accountable, through the Chair to the Board of Trustees, for all aspects of the Trust’s operations.
* Responsible for the effective and efficient deployment of the Trust's resources (property, finance and staff) aligned to deliver our charitable mission and the Board's strategies and priorities.
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| **Main Responsibilities:** |
| * Foster effective relationships with partners, external stakeholders and community groups to
* enhance the Trust’s reputation and sectoral influence.
* Be the Trust's principal representative and ambassador, acting as the spokesperson to the media, giving public presentations and hosting events.
* Advocate for the heritage sector nationally and internationally.
* Maintain the Trust's good reputation with outside bodies by developing active networks with and positive working relationships with government and public sector stakeholders and funders.
* Maintain the Trust’s grassroot networks and develop positive working relationships with other heritage bodies and relevant supportive philanthropic and commercial organisations.
* Win public, charitable and private income to support our activities, manage funds effectively, and report on outcomes and outputs to funders, trustees etc.
* Identify strategic opportunities, develop and manage thematic programmes and help staff to design, develop and win funding to deliver exciting and relevant projects.
* Act as the Administrator for the Egyptian Halls SCIO providing business planning, communications and technical support.
* Lead, line manage, support and develop a small staff team.
* Promote a culture of safe working and ensure Health & Safety procedures are followed.
* Ensure that the Trust has effective business planning, financial management and risk management frameworks and reporting in place to guide its activities and the use of resources, meeting budgetary and performance standards.
* Undertake detailed planning, and monthly monitoring of all budgets, including taking appropriate positive, corrective action.
* Ensure the Trust meets its business and legal requirements in relation to all relevant statutes and regulations, and that the organisation follows best practice in all areas of its operation including employment, health and safety, building management, tenancies, and charity law.
* Maintain positive working arrangements with the Board and provide advice to Trustees on matters of policy.
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| **Key Performance Indicators:** |
| * Accountability for reputation, quality, safety, financial health and performance of all assets and services.
* Effective analysis and performance management of business plan deliverables.
* High, positive profile amongst funding bodies, heritage partners and community bodies.
* Reputation for innovation and delivery.
* Range and value of funding sources increasing over time.
* Staff performance, morale and retention.
* Building condition.
* Building occupancy and good tenant relations.
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| **Reviewed by:** | Sue Evans, Chair | **Date:** | 30 September 2022 |
| **Approved by:** |  | **Date** |  |