

**Director Role**

**Supporting Information**

We have an opportunity for a talented and dynamic individual to become our new Director, our most senior position. You will be responsible for enhancing the charity’s reputation and influence, acting as an advocate for the heritage sector, developing effective partnerships, inspiring greater support including generating income, developing our thematic work, running a charitable organisation, and reporting to and working closely with our Trustees. This is an exciting and rewarding role with the opportunity to make a huge personal impact.

We respect every individual’s unique contribution and value the benefits a diverse workforce can bring to the Trust and want to make inclusion part of what we do every day.

This means that we aim to ensure that no applicants nor employees are treated less favourably on the grounds of religion or belief, sex, marital status, sexual orientation, age, disability, race, colour, nationality, or ethnic origin, or are disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**About The Scottish Civic Trust**

Established in 1966, the Scottish Civic Trust successfully campaigned for the restoration of Edinburgh’s New Town, was instrumental in saving New Lanark and most recently we have been active in securing the future of the Egyptian Halls in Glasgow. With a mission to celebrate Scotland’s built environment, take action for its improvement and empower its communities, we are proud to represent Scotland’s civic sector and strive to support more than 100 amenity and heritage groups across Scotland to be able to make a difference in their locality.

The organisation itself has undergone modernisation in recent years to reflect best practice in governance, forward planning and financial management. Our Director and team of seven staff work to deliver our *Strategic Plan* (2019-2024) (which is underpinned by a rolling three year business plan), under the activity streams of: Celebrate; Take Action; and Advocate. We communicate our activities under these headings on our website and in our publications.

Our annual thematic programmes include the *Doors Open Days* *Festival*, which runs for the month of September and attracts over half a million physical and digital visitors each year, the *My Place Awards* which celebrate community achievement and the *My Place Photography Competition* which engages children and young people in heritage. We collaborate across the heritage sector and beyond to develop ideas that tackle exclusion. Our *Diverse Heritage* programme worked with over 40 minority groups in 2020/21, connecting marginalised people with heritage both physically and by increasing digital access. We respond to national policy and significant planning issues and lead thinking on issues of national significance to the heritage sector, with recent policies on the climate crisis and racism against people of colour. Our Anti-Racism Strategy has been commended by sector representatives and our 2021 conference on the intersection between heritage, equity and the climate crisis is being funded for publication.

With a turnover of around £250,000 per annum comprising predominantly grant funding and rent from our tenants, the Trust seeks to generate a small operational surplus to build our reserves. Our reserves include a Capital Fund to cover any major works that might be needed in the future for our principal physical asset, the category ‘A’ listed Tobacco Merchant’s House in Glasgow.

**About the role and the skills and experience you will need**

As the executive officer and senior member of staff you will ensure that the Scottish Civic Trust’s activities are aligned to deliver maximum impact in support of our strategy and charitable mission. The main criteria for the role:

* You will foster effective relationships with partners, external stakeholders and community groups, and with your understanding of and passion about built and cultural heritage, you will enhance the Trust’s reputation and sectoral influence.
* With excellent written and verbal communication skills, including representing the Trust to the media, giving public presentations and hosting conferences, you will advocate for the heritage sector nationally and internationally.
* You will have active networks and be able to develop positive working relationships with government and the public sector, with other heritage bodies and/or relevant commercial organisations in support of furthering the Trust’s aims.
* You will have extensive knowledge of the funding landscape and a good track record of winning public and private income, managing funds, and reporting on outcomes and outputs to funders.
* You will be a creative thinker with a flair for innovation, with the initiative to spot and seize strategic opportunities, and will help staff to design and develop exciting and relevant programmes and projects.
* You will act as the Administrator for the Egyptian Halls SCIO providing business planning, communications and technical support to the trustees.
* You will have senior management experience. This will include understanding how to lead and develop a small staff team, effective strategy and business planning and performance reporting, operational delivery, financial management including budgetary and performance standards, and meeting business and legal requirements around employment, health and safety, building management, tenancies, and charity law.
* You will have a positive and proactive working arrangement with the Board, valuing the contribution and support that Trustees can offer to the Director’s role, and providing advice to Trustees on matters of policy.

**Working arrangements**

You will be required to work 35 hours per week, including occasional evening and weekend meetings and events to meet the needs of funders, stakeholders and communities.

You will work from our central Glasgow office and from home. Travel throughout Scotland and occasionally beyond is required to meet the requirements of the role. Generally, this will be by public transport but remote locations and communities may mean you will have to drive.

Your staff team comprises two full time and five part-time staff who each expect to spend some time in the office each week. You will operate working practices to unlock the best work from you and your team.

The salary band for the post is £45,000 - £50,000 subject to experience.

We operate an auto-enrolment pension scheme provided by The People's Pension

to administer employer and employee contributions (4.5% gross pay equivalent employer contribution and legal minimum of 5% net employee contribution).

You will be entitled to 28 days annual leave (increasing to 33 days by year five), plus 10 public holidays.

**Accessibility**

The Tobacco Merchants House is a Georgian building laid out on four floors. There is a communal kitchen in the basement and toilets in the basement and on the top floor. The Scottish Civic Trust occupies the first floor, with tenants using the basement rooms, ground and second floors. There is a steep flight of the steps into the building, and a common staircase up through the property. There is no external lift or ramp and no internal lift.

**Adjustments**

If you need more help balancing your work and home life, please feel free to explore the flexibility you may need with us at the application stage. For example, you may wish to work longer hours to condense your working week to four days, or make a joint application with another candidate that meets in full the job description and person specification and where the role is shared in a way to provide clear individual responsibility and accountability in terms of performance, hours worked and salary share. Where two individuals apply as a pre-agreed job-share, their applications will be split and treated separately.

Should you need any adjustments to the recruitment process, at either application or interview, please contact us.

**How to apply**

If you wish to apply for this post, please send an up-to-date CV and a supporting statement, outlining your interest in the role and how you meet the role’s criteria no later than 5pm on 19 October 2022 to emily.sherriff@scottishcivictrust.org.uk

As part of our commitment to be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, your personal details (name, gender, dates) will be redacted from your resume prior to it being forwarded to the recruitment panel.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Any job offer made will be subject to successful pre-employment checks, including those from Disclosure Scotland if required.

If you would like an informal discussion about the role prior to the application deadline, please contact our current Director Susan O’Connor at susan.oconnor@scottishcivictrust.org.uk

**Interview process**

First stage interviews will be held on 2 November over Zoom with second stage interviews held in person on 10 November at the Tobacco Merchants House, Glasgow.

The first stage interviews will include a short presentation by the applicant and general questions framed around the role criteria set out above.

**Additional Documents**

Our Strategic Plan 2019-2024 can be downloaded here:

<https://www.scottishcivictrust.org.uk/wp-content/uploads/2020/03/Strategic-Plan-2019-24-FINAL.pdf>

Our 2021-22 annual report is available here:

<https://www.scottishcivictrust.org.uk/wp-content/uploads/2022/08/Final-report-full.pdf>

For more information on the Scottish Civic Trust, please see our website:

<https://www.scottishcivictrust.org.uk/about-us/>

For more information about the Egyptian Halls, please see: <https://www.saveegyptianhalls.com/>