



ST ANDREWS
PRESERVATION TRUST

Preserving the Past | Planning for the Future



TRUST MANAGER RECRUITMENT PACK

JANUARY 2024

INTRODUCTION



Thank you for your interest in the Trust Manager position at the St Andrews Preservation Trust (STAPT).

I have been a Charity Trustee since November 2019 and the Chair of the Board of Trustees since May 2022, overseeing many changes in the administration of the Trust. We are now recruiting a new Trust Manager.

In the last 24 months, the Trust's internal processes have been reviewed, alongside the planning for the redevelopment of the St Andrews Heritage Museum and Garden. The successful candidate will join a dynamic team to consolidate our new operations and ensure the continuation of a highly efficient organisation.

By joining the Trust staff, you will have the opportunity to refine and develop further your management skills, ensuring that we continue to meet our charitable aims and serve our membership community.

If you hold yourself to high standards, have the skills to work flexibly and efficiently and have financial and events management experience, we would like to hear from you.

For further information or for an informal and confidential discussion, email trust@stapt.org.uk with the subject heading 'Trust Manager Vacancy' or contact Sam Ross (current post-holder) on 07483 365 907.

David Strachan
Chair



CONTEXT

Founded in 1937, the St Andrews Preservation Trust aims to preserve the past, protect the future and promote the social history of St Andrews. The Trust has a team of four staff, ten Charity Trustees, 70+ volunteers and 460+ members.

The Trust owns several properties across St Andrews, including two doocots (dovecots), rental properties and a 17th century Museum and Garden on North Street.

The Trust is governed by the Board of Charity Trustees and several committees which the successful candidate will support:

- The Administration Committee is responsible for the efficient and effective operation of the Trust's management, policies and membership.
- The Communications Committee is responsible for internal and external communications, including a quarterly newsletter and historical publications.
- The Environment Committee maintains the Boase Wood.
- The Events Committee plans, promotes and delivers a calendar of fundraising events each year.
- The Finance Committee makes financial decisions on behalf of the Trust and is responsible for appropriate financial guidance.
- The Museum Committee is responsible for the development of exhibitions and Museum activities.
- The Planning Committee seeks to protect local interests in planning matters.
- The Property Committee advises the Museum Project Board and works with the Trust's letting agent.
- The Museum Project Board oversees the ongoing £1.8m redevelopment of the Museum.



JOB DESCRIPTION

The position of Trust Manager to the St Andrews Preservation Trust is a part-time post of 25 hours per week, fixed-term for 18 months. Usually, the post-holder will work from the Museum at 12 North Street or nearby during the renovation period. Working from home is negotiable.

The Trust Manager will be responsible for the everyday management of the Trust and will work across all Trust Committees and support Museum staff members. The successful candidate will be required to work flexibly to suit the Trust event calendar and, therefore, some evening and weekend work is involved.

Finance Administration.

- Reconciling accounts on Xero and monthly reporting.
- Annual budgeting.
- Monitoring grant award expenditure.
- Completion of annual return to accountants.
- Completion of gift aid submission.
- Monitor liquid funds in the Trust's bank account and investment portfolio.
- Control credit card.
- Bank income.

Membership Management.

- Maintain an accurate membership database.
- Organise registration of new members.
- Seek and reconcile membership payments.
- Maintain the Trust's Direct Debit system.

Property.

- Reconcile all rental payments.
- Authorise rental property expenditure.
- Administer rental property utility bills.
- Collaborate effectively with letting agent.

Event Management.

- Coordinate and publicise the annual Trust calendar of events.
- Attend event organisation meetings.
- Produce all advertising material for events.
- Recruit volunteers for major events and provide training.
- Organise volunteer rotas for events.
- Provide and control cash floats.
- Supervise events.
- Report event fundraising outcomes to committees.
- Assess the feasibility of new events with the relevant Convenor.

Trust Governance.

- Minuting board meetings and writing reports for board meetings.
- Scheduling meetings, setting agendas and circulating papers.
- Assist with the development of policy for staff and volunteers.

Communications.

- Production of quarterly newsletter and format historical publications.
- Management of and reporting on Trust social media.
- Maintenance and development of the Trust website.
- Respond to internal and external enquiries.
- Organise large scale paper and digital mailings.
- Organise monthly Mailchimp email.
- Manage the Annual Report and Yearbook.

General Management.

- Maintain a list of keyholders and ensure technology is accounted for.
- General office supply and office equipment management.
- Liaise with security contacts, cleaning professionals and partners.
- Provide training materials for staff and volunteers.
- Process payruns, pension payments and monitor leave entitlements.

PERSON SPECIFICATION

Skill Area	Essential	Desirable
Finance	Basic financial acumen.	Knowledge of Xero (or similar). Experience of annual accounts returns for charitable organisations. Experience using Bankline.
Membership	Knowledge of Office 365, in particular Excel.	Experience of working with a member-based organisation.
Communications	High standard of communication (verbal and written English). Experience using social media tools. Knowledge of Office 365, in particular Publisher.	Knowledge of MailChimp. Experience using WordPress.
Events	Ability to plan ahead. Experience organising events.	Experience integrating digital attendance with in-person events. Knowledge of Adobe Illustrator.

Personal Attributes

- Exceptional organisational skills.
- Ability to manage a complex workload with competing priorities.
- Good interpersonal skills.
- Confidence to make decisions independently.

A valid driver's licence and access to a vehicle is essential. Travel expenses, where relevant, will be reimbursed.



BENEFITS

- Salary: £20,000 pro-rata (£28,000 full-time equivalent)
- 20 days annual leave, plus 9 days of public holiday.
- 3% pension contribution.
- Annual staff review.
- Annual pay review.
- Committed to the Scottish Government's Fair Work First policy.
- Robust support and supervision.
- Access to experienced Charity Trustees from a diversity of sectors.

TO APPLY

To apply, please complete the application form and submit a CV and cover letter to trust@stapt.org.uk. In your cover letter, please use examples to illustrate how your skills and experience meet the requirements of the post.

The closing date for applications is **12 noon on 2nd February 2024**.

Candidates selected for interview will be notified no later than 6th February 2024. Interviews are scheduled for 15th and 16th February 2024. Please let us know in the application form if these dates are not suitable for you.

