**Candidate Information Pack for the post of Director**

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| Released 13 June 2024 |

**Section 1: General Information**

Built Environment Forum Scotland (BEFS) is an independent Scottish charity which brings together professional and voluntary organisations that work within the existing built environment sector. BEFS currently supports 25 member and 15 associate organisations. Our Members/Associates are most usually national organisations with their own individual and organisational members, and through them we represent more than 350,000 individuals. BEFS is governed by a Board of Directors/Trustees and currently operates with one FT Director, one FT Policy & Strategy Manager, one 0.8 Communications Lead, one 0.8 Communications & Policy Officer and one part-time Head of Operations.

BEFS works across the policy landscape as it affects the historic, traditional, and existing built environment in Scotland. BEFS seeks strategic action which supports the sustainability of the sector, and has long-term, positive impacts on people and place.

The post of Director is an exciting opportunity for a resourceful and confident individual to play a central role in continuing to develop BEFS as the Scottish intermediary for the historic and existing built environment.

**Conditions of Service**

Salary range: £45,000 - £52,000 depending on skills and experience.

Contract: Permanent, subject to funding.

Hours: 37.5 hours per week – some evening events are necessary, with travel around Scotland from time to time.

Base: Central Scotland – homeworking (BEFS has no office) but regular attendance at meetings in Edinburgh and Glasgow is necessary.

Pension: 5.5% contribution of gross salary to a properly constituted pension scheme of your choice with a minimum 2.5% additional employee contribution.

Annual Leave: A total of 35 days (30 days flexible leave and 5 core annual leave days to be taken at Christmas, New Year and Easter).

Notice: Three months.

Probation: There is a three-month probationary period.

**Application**

All applications should be emailed to info@befs.org.uk and marked CONFIDENTIAL: APPLICATION.

Applications should take the form of:

* a covering page (supplied here)
* an *anonymised* curriculum vitae (maximum 2-3pp A4)
* a statement explaining why you would be suitable for the post (400 words maximum).

**Please make reference to the role and candidate criteria set out in Section 2 in your response.**

 **Closing date for applications: Friday 5th July 2024 - 9am**

**Applicant Process**

All applications will be acknowledged.

All applicants participating in the next stage will be emailed by Monday 15th July 2024.

Initial interviews are expected to be **23rd July 2024**,

with a second stage process on/around w/c **5th August 2024.**

**Informal Discussion**: To arrange an informal discussion about the post please contact BEFS Director, Ailsa Macfarlane – amacfarlane@befs.org.uk

**Further information**

BEFS is an equal opportunities employer and will make all reasonable adjustments to ensure every candidate can fully participate in the hiring process.

**Section 2: Criteria**

**The Role of Director**

The Director reports to the Board of BEFS and is tasked to work collaboratively with colleagues. The successful candidate will be expected to maintain and develop key relationships with BEFS office bearers, Board members, co-workers, Historic Environment Scotland, Scottish Government directorates, the historic and built environment community whether members or not, other relevant organisations, intermediary organisations in the public and private sector, and statutory bodies. The Director should be outward-looking and forge wider relationships internationally where that seems likely to benefit BEFS vision and role.

**The key areas a candidate should be able to demonstrate experience within are**:

* to provide leadership to BEFS team and manage and co-ordinate BEFS: networking, facilitation, policy development and organisational development roles;
* to develop relationships at strategic level across the historic and built environment sector, including Scottish Ministers, members of the Scottish and UK parliaments, the Board and senior officers of Historic Environment Scotland, senior civil servants and local authority officials, and leaders of organisations active in the historic or existing built environment;
* to champion the historic and existing built environment of Scotland and professionals and volunteers working in the sector;
* to develop the strategic direction for BEFS, including appropriate enterprise strategies;
* to ensure that BEFS governance is appropriate and respected;
* to effectively manage BEFS resources, Board, budget, team, and any premises and events;
* to deliver the outcomes agreed by the Board and with funders; and
* to ensure that levels of funding are adequate and sustainable.

**Candidates should consider their own skills and experience and demonstrate how they can support the following actions:**

1. **Leadership and Management**

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| **Essential**  | **Desirable**  |
| * Provide leadership and be responsible for management and administration within the strategy and accountability frameworks laid down by the Board.
 | * Contribute actively to the Board’s role in setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
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| * Promote the ethos and values of BEFS by networking effectively with key stakeholders and the wider community of interest in the built environment, whether professional or voluntary.
 | * Act in partnership with the Board to ensure that BEFS has a clearly expressed vision and a resolute strategic direction in line with its core values and principles.
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| * Enhance BEFS representational role within the historic and existing built environment by developing the support to, and involvement of, existing members and expanding the membership to better represent the complementary fields of interest.
 | * Support, lead, motivate, mentor and performance manage BEFS team in order to assist them to realise their potential and achieve BEFS strategic objectives.
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| * Provide leadership, management, and professional direction to BEFS team.
 | * Ensure that appropriate accommodation and resources are available to BEFS team, Board, professional Members and volunteers for their activities to be effective.
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| * Foster a culture at BEFS, at all its events and activities, consistent with the organisation’s values; and ensure that that everyone works effectively to promote and maintain a user-friendly and accessible organisation.
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1. **Delivery**

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| **Essential** | **Desirable** |
| * Develop work programmes that will deliver the goals of the BEFS work plan and achieve related targets.
 | * Ensure that regular and timely reports on progress of funded tasks are delivered to funders.
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| * Ensure that BEFS responds to topical policy proposals, develops policy, and communicates views and harnesses the collective expertise of members.
 | * Represent BEFS at events and in the media.
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| * Develop and foster good relationships with government, statutory, charitable, voluntary and private bodies.
 | * Review the external environment for changes that may affect BEFS and advise the Board on any necessary action.
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| * Ensure that any groups or sub-committees established for particular purposes are adequately supported.
 | * Ensure all criteria are met to maintain and enhance BEFS position as a respected registered lobbying organisation.
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| * Skilled at facilitating events and workshops, both in person, and online.
 | * Familiarity with a range of online productivity and workshop tools.
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1. **Funding**

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| **Essential**  | **Desirable** |
| * Ensure the financial sustainability of BEFS; which will include working with the Head of Operations and the Board to produce, review and update:
	+ forward and operational plans;
	+ annual budgets;
	+ financial management information reports; and
	+ activity and outcome reports.
 | * Ensure the financial sustainability of BEFS; which will include working with the Head of Operations and the Board to produce, review and update:
	+ income generation strategy.
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| * Meet agreed targets and outcomes, provide timely reports and ensure that funding conditions are met for activities agreed with Historic Environment Scotland and other funders.
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1. **Governance**

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| **Essential** | **Desirable** |
| * Support the Board to fulfil its governance duties and responsibilities including:
	+ providing timely advice and appropriate information on all relevant matters requiring the attention of Board members;
	+ reporting regularly to the Board on progress towards the strategic objectives, forward and operational plans and annual targets;
	+ acting as an effective channel of communication between the Board and staff and members.
 | * Support the Board to fulfil its governance duties and responsibilities including:
	+ supporting the Board in maintaining an effective corporate governance structure;
	+ overseeing the efficient administration of the Board and its business;
	+ helping the Board to recruit, train, and retain Board members with the skills and knowledge required to govern BEFS effectively;
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| * Ensure that BEFS takes a proportionate approach to risk management.
 | * Support BEFS compliance with relevant charity and company law and any other statutory and regulatory requirements; in addition to internal governance policies.
* Ensure that BEFS financial dealings are systematically accounted for, audited and publicly available.
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**The Person**

BEFS is looking for a confident and resourceful individual who is proactive and continually collaborative. The Director will be required to speak with authoritatively on varied and complex policy and strategy matters relating to the historic and existing built environment. They will be able to demonstrate a strong interest in, or recent experience of working in closely related areas within the historic and existing built environment. The successful candidate will have experience which clearly demonstrates their ability to lead an organisation of BEFS size, in terms of managing the team, financial management and reporting, and the full range of operational and strategic responsibilities and activities.

They will also:

* Be a visionary and motivational leader; able quickly to earn and command respect, build trust and inject enthusiasm especially where the breaking of new ground is required;
* Be an excellent communicator – able to listen – and skilled in written, oral and presentational communication.
* Have proven intellectual strengths combined with the flexibility readily to switch from strategy to the management of detail.
* Have presence and credibility; able to perform the role of standard bearer for BEFS (and the sector) and a champion for the existing built and historic environment;
* Be a strong and effective networker; able to relate well to people at all levels;
* Be a collaborative leader with the ability to build positive alliances and partnerships;
* Be comfortable with fundraising, financial management and reporting;
* Be able to evidence an innovative approach to the organisational development required to take on new areas of work and the ability to sustain the necessary focus over time through the development process;
* Be an inclusive team player who is personable, passionate and enthusiastic and takes delight in releasing the skills of others;
* Be open, honest, with a high degree of personal and professional integrity.

#### Section 3: Supporting Information

**Operating Context and Funding**

The financial support BEFS has received from Historic Environment Scotland currently represents 90% of the organisation’s income, the remainder coming from membership subscriptions and related activity. Historic Environment Scotland has approved funding for the three years to 2025.

BEFS is currently undertaking a resilience project funded by the National Lottery Heritage Fund – this is enabling BEFS to develop its income generating potential in-line with sector need, and further support an application to Historic Environment Scotland for a three-year grant in Autumn 2024. This will be within the Partnership Grants scheme and for a lower percentage than BEFS currently receives.

The Director will be required to work with the Board and team on the continuing development of an income generating strategy to deliver BEFS objectives.

**Governance Structure**

BEFS is led by a voluntary Board of Non-executive Directors. The Board can comprise up to 14 Directors/Trustees. The current Board is made up of individuals most of whom are drawn from Member organisations.

The Director reports to the BEFS Board of Directors/Trustees and is line-managed by the Chair. The Board meets four times in the year. The Director works closely with the Chair and Board between meetings to manage the business of the Board. The BEFS Board may set up short-life sub groups or committees as appropriate to assist in running the business.

The Head of Operations also undertakes the role of Company Secretary and has responsibility for maintaining the statutory books, making the necessary returns to Companies House and ensuring that the necessary returns are made to the Office of the Scottish Charity Regulator. The annual statutory financial statement and audit is carried out yearly, currently by Haines Watts CA.

**Further Information**

It is recommended that all applicants closely explore all aspects of BEFS work through the sources below, as well as their own research, prior to applying:

Supporting sources of information, BEFS Website including:

[BEFS Members and Associates](https://www.befs.org.uk/about-befs/members/)

[BEFS Policy Responses](https://www.befs.org.uk/resources/consultations/)

[BEFS Bulletin and news](https://www.befs.org.uk/latest/)

[BEFS Corporate Papers](https://www.befs.org.uk/about-befs/corporate-papers/)

Application No (Office Use Only):

**COVERING PAGE – must be submitted with application.**

Please return this form by email with your CV and statement to: info@befs.org.uk [The subject of the email should read: Confidential –Application]

**Deadline for receipt of Applications: 5th July 2024 9am**

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| APPLICATION FOR THE POST OF: **BEFS Director** |
| INITIALS: SURNAME: |
| POSTAL ADDRESS: POSTCODE  |
| TELEPHONE: DAYTIME EVENING MOBILE *if you have a preferred number on which we can contact you, please mark with a \** |
| PERIOD OF NOTICE REQUIRED BY YOUR CURRENT EMPLOYER: |

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| CONTACT DETAILS FOR TWO REFEREES: |
| NAME:ADDRESS: | NAME:ADDRESS: |
| TEL: EMAIL: | TEL: EMAIL: |
| *Can we contact this referee prior to interview?* *Yes / No* | *Can we contact this referee prior to interview?* *Yes / No* |

DECLARATION

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, accurate and complete. I understand that if it is subsequently discovered that I have given inaccurate information, my application may be disqualified or, if I have already been appointed that appointment may be revoked.

SIGNATURE……………………………………………………….…..DATE……………………

**Note: This page will be detached and not used for short-listing and interview scoring processes.**