



ST ANDREWS
PRESERVATION TRUST

Preserving the Past | Planning for the Future



TRUST COORDINATOR RECRUITMENT PACK

AUGUST 2024



INTRODUCTION

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

The St Andrews Preservation Trust, founded in 1937, is at a new stage in its 87 year history. A major redevelopment of the Trust's Heritage Museum and Garden is underway bringing its facilities and ability to engage the public with the proud history of the ancient Royal Burgh to an exciting new level.

I have been Chair of the Preservation Trust since May 2022 and a Charity Trustee since November 2019. Together with my fellow Charity Trustees, Museum staff, Trust members and many willing volunteers, we seek to maintain the distinctive character of the town and immediate surroundings of St Andrews. Our Museum, headed by its Manager/Curator, acts as the focal point of our educational role in stimulating interest in local social history and our guardianship of the many artefacts entrusted to our care.

Throughout the year, the Trust also offers a series of talks and other events both in pursuit of our educational objects and to raise funds. The Co-ordinator organises and promotes these events.

In addition to ensuring the Trust serves and develops its membership, a key function of the role is to provide effective administrative support for its governance and business sub-committees in fulfilling its charitable aims.

I look forward to receiving your application.

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.



THE JOB

Job title: Trust Co-ordinator
Reports to: Trust Chair
Responsible for: Volunteers assisting at events
Liaises and works with: Museum Manager/Curator and staff; Trust Committee Convenors

Hours of work:

20 per week normally worked Monday – Friday but with flexibility to suit the Trust Events Calendar which involves some evening and weekend work.

Place of work:

Normally at the Museum, 12 North Steet During redevelopment at a temporary office at the St David's Centre, Albany Park, St Andrews. Working from home is negotiable

Annual Leave:

20 days annual leave pro rata plus 9 days public holidays

Salary: £16,000pa (£28,000 full-time equivalent)

Pension: 3% employer's pension contribution; 5% employee's pension contribution

JOB DESCRIPTION

Reporting to the Chair of the Trust, the Co-ordinator plays a central role in the operation of the Trust. Several sub-committees are charged with managing the Trust's activities and the Co-ordinator, as well as leading on Events, supports the Convenors of these committees in discharging their responsibilities. The job is multifaceted and requires an ability to deal with a varied workload in a timely manner.

The main areas of responsibility are set out below:

Event Management

- an important part of the Trust's activities and income generation; working with relevant Convenors, it includes:

- co-ordinating and publishing the annual Trust calendar of events
- assessing feasibility of new events with Events Convenor
- booking suitable venues, assisting with catering and equipment, doing risk assessments
- setting event budgets and recording expenditure and against event budgets
- producing and placing advertising material for events
- arranging online ticket sales
- recruiting and training of volunteers for major events
- organising and communicating volunteer rota for events
- providing and controlling cash floats
- attending and supervising events
- banking takings
- reporting profits/fundraising outcomes to committees

Trust Governance

- essential for the orderly conduct of Trust affairs

- scheduling bi-monthly Board meetings and the Annual General Meeting of members ensuring due notice is given (see Articles of Association)
- co-ordinating and producing the Trust Annual Report and Yearbook
- providing secretariat support to the Board and sub-committees - this includes drafting Board agendas and supporting papers, writing minutes of Board meetings and circulating post meeting action notes
- liaising with Trust solicitors over regulatory reporting to Company House
- including Trustee appointments/resignations
- providing information pack for new Charity Trustees
- completing annual return to OSCR
- assisting with development and implementation of Trust policies

Communications

- important for marketing and liaison with Members

- responding to internal and external enquiries (email and 'phone)
- maintaining and developing the Trust website (using Wordpress)
- managing and reporting on Trust Social Media effectiveness
- producing and circulating a monthly email to members (using Mailchimp)
- formatting and printing publications
- organising large scale paper and digital mailings as required

Office and General Management

- keeps the show on the road

staffing - preparing recruitment and other appointment related documentation

monitoring leave entitlements and other HR functions

organising general office supplies and ensuring equipment is maintained

liaising with security contacts, cleaning professionals and partners

maintain list of key holders

maintain an inventory of Trust equipment and ensure any items loaned to staff and/or volunteers is returned

arrange/renew Trust insurance policies

PERSON SPECIFICATION

| Requirement | Skill Area |
|------------------|---|
| Essential | <p>Able to plan and prioritise workload to meet deadlines</p> <p>Practical experience in using IT applications specifically: Microsoft Word, Excel, PowerPoint, Teams, Publisher, Wordpress, MailChimp, Adobe Illustrator</p> <p>Practical experience of organising and supervising events</p> <p>Able to work accurately with numbers</p> <p>High standard of written and spoken English</p> <p>Able to draft clear, engaging communications</p> <p>Able to handle confidential material appropriately</p> |
| Desirable | <p>Practical experience in setting up and using audio-visual equipment</p> <p>Understanding of budgeting and routine financial processes</p> <p>Committee servicing experience</p> <p>Understanding of workplace policies and practice eg Health & Safety, Data Protection</p> <p>Familiarity with the workings of charitable or other third sector organisations</p> |

The Co-ordinator role requires the ability to manage time and tasks efficiently to deliver across a range of activities. Able to prioritise competing demands and to exercise sound and informed judgment, the successful candidate will have proficient keyboard and IT literacy skills; and be able to deploy effective communication skills.

A valid driver's licence and access to a vehicle is essential.



TO APPLY

Personal Attributes

Efficient

Organised

Pro-active

Pays attention to details

Calm in difficult situations

Readiness to act on own initiative appropriately

Confident interacting with a wide range of people

Willingness and ability to learn new skills

Not afraid to get hands dirty

Application Procedure

To apply please submit a completed application form, curriculum vitae and cover letter setting out why you believe you are suited to this role.

Applications should be sent to trust@stapt.org.uk

The closing date for applications is 12 noon on 30 August 2024

Interviews are scheduled for the week commencing Monday 9 September 2024.

Candidates selected for interview will be notified no later than 4 September 2024.

