

Role Profile
Trust Manager, Maryhill Burgh Halls Trust, Glasgow

Maryhill Burgh Halls

Maryhill Burgh Halls is an historic landmark building in North Glasgow. The listed 19th century façade wraps round a modern interior following the building's comprehensive restoration and reconstruction completed in 2012. The Halls are owned and operated by Maryhill Burgh Halls Trust (MBTH), a registered charity. The Trust operates the building for two principal functions:

- Event space - for social and built heritage & art exhibitions, community activities and events as well as for private event hire.
- Business centre with business tenancies (providing the finances to support the overall operation)

The accommodation includes:

- Historic Burgh Hall (210sqm)
- Garden Room and Café with serveries and kitchen (150sqm)
- Business Space – (1,400sqm – divided into 12 discrete business units)
- Music studios (150sqm)
- Day Nursery (250sqm)
- Meeting room (15sqm)

The Trust has combined with partners and individuals over the years to deliver multiple exhibitions and events relating to the local social history of Maryhill and the in relation to arts and culture projects generally. The Halls has a collection of local historical artifacts on display as well as stained glass widow sections displaying the historical trades of the area. Volunteers show visitors around the building and, in particular, into the main Hall, still demonstrating many of its original architectural features.

Following near financial failure in early 2025, the Trust has now restructured and is operating on a self-financing and sustainable basis. The commercial lettings in the Business Centre are the core funding source of the Trust.

From May 2025, the Trust is operating a partnership arrangement with Glasgow City Council (GCC) called the Maryhill Hub Project. This arises from the demolition of the former Hub Community Centre in the Wyndford Estate and the arrangement will run for between two and three years pending the development of a new community centre. This involves a contractual arrangement whereby GCC lease office space from the Trust for various activities of their third sector sub-tenants but also GCC have taken, under licence, operational control of the café, the main Hall and the Garden Room so that they may operate a community café and manage a regular programme of community related activities. When the Hub Project expires, the operational control of these facilities will revert to the Trust.

The Trust is currently preparing a project bid to a major funding source for a series of capital improvements to the building and its services. The implementation of this project over the

following couple of years will have to be done with minimum interruption to the various ongoing activities in the Halls.

Job Summary

The Trust Manager is the senior executive officer of the Trust responsible for the delivery of the Trust's remit as a charity, social enterprise and cultural heritage organisation, whilst also developing and growing the charity in terms of its social and cultural impact.

The key day-to-day function of the Trust Manager is to manage the Trust's operations and staff and, in particular, to look after the building and facilities maintenance management and the occupational needs of the Hub (GCC) and of the Trust and acting as landlord/letting manager to the Business Centre (commercial tenants). The Business Centre environment has to be managed to a high standard of condition, service and presentation so as to maintain full rental value of the lettings.

Close and positive relationship management with the Hub and its staff is critical to the effective and efficient operation of the Halls.

Progressive development of the exhibition programme is fundamental to Trust's purpose.

Key Tasks

Strategic Leadership

- Work with the board to develop and implement a vision and strategy to optimise the social utility and economic performance of the Halls particularly with respect to the post-Hub period.
- Provide strong, effective and visible leadership and drive in the delivery of MBHT's strategic objectives
- Lead and develop the MBHT operations team (staff and volunteers).
- Foster relationships within MBHT's stakeholders and maintaining strategic alignment with sponsors, key partners and supporters.

Financial and Funding

- Grow income from commercial sources to invest in an expanded social, cultural, heritage and arts programme
- Ensure accurate financial accounting and management in all operations.
- Prepare budgets and management accounts for all operational activities
- Pursue all appropriate funding sources to support development and implementation of operational activities and for the building fabric justified on heritage, cultural or other grounds.

Governance and Risk

- Ensure full statutory compliance and best practice in relation to all operational activities
- Ensure effective operation, maintenance and development of software and technology infrastructure in support of operations.
- Ensure optimal policies and procedures are in place for all operational activities.

- Diligently support the Board, ensuring transparent and timely reporting of progress against the business plan, changes/developments in the business environment, and management of governance and risk
- Support the Board in the exercise of its legal, financial and other responsibilities, following the requirements of the Office of the Scottish Charity Regulator and current legislation

Funding Project:

- Develop an optimal bid to funders
- Manage professional advisors in works feasibility analysis, costing and implementation
- Act as client for all aspects of the project

Building and Facilities:

- Oversee responsive, planned, and cyclical repairs, maintenance, and refurbishments to the structure, M&E and all other elements of the building fabric,
- Respond to, or arrange optimum response to emergencies in relation to the building, facilities, services and security.
- Build a network of skilled trades to handle routine, planned, and emergency maintenance needs
- Be hands-on to troubleshoot and resolve key maintenance issues.
- Achieve best value, quality standards, and budget goals.
- Ensure health & safety protocols and full statutory compliance in the building and facilities.
- Undertake risk assessments and manage risks associated with the building facilities and use.
- Improve and manage energy efficiency.
- Manage and operate the BMS.
- Manage building services including waste management, utilities, security and cleaning etc. including management of caretaking staff.
- Ensure compliance with the Trust's insurance policies in respect of the building and its facilities management.

Tenants:

- Ensure the tenants' statutory compliance with respect to occupational health and safety.
- Manage dilapidations agreements and related works.
- Support the production, management, and reconciliation of service charge budgets.
- Act as first point of contact with tenants for all relevant maintenance management related matters.
- Support the board in lettings, re-lettings, reviews etc relating to the leases and licences of the business centre.

Operations

- Management of Volunteers – ensure the management and development of the volunteers to optimise their function and contribution and maximise the social value of the programme.

- Exhibition Management – stimulate, facilitate, support and develop an intensive programme of appropriate exhibitions to vitalise the Halls and demonstrate its social and cultural value.
- Museum Collection Management – develop and implement a strategy to enhance the Maryhill Museum experience
- Heritage & Community Event Management – ensure the maintenance of a lively programme of heritage, cultural and community events, leveraging network connections and available funding sources as much as possible.
- Development of strategic marketing and communications policies and specific campaigns, including the management of websites and social media
- Optimise the presentation of the building, seeking ways to enhance its visibility, accessibility and utility and otherwise to support the Trust’s objectives and its operations.
- Such other duties as the Trust may reasonably require from time to time.

Resources

On appointment the Trust Manager will be supported by a full-time Heritage and Operations Coordinator and a part-time Caretaker. The board will also provide some measure of support to the Trust Manager, particularly in the initial period following engagement, in property, fundraising, technology etc.

Person Specification

The job is multi-faceted and requires a dynamic and creative individual, capable of learning new skills on the job.

You may be from a programme or complex project management background or from a property / building management background or you may be from an event or venue or general management background or have relevant operational experience in hospitality or the arts. You may have relevant academic qualifications, and you will be up to date with relevant health & safety legislation and statutory compliance particularly in the context of commercial buildings.

Essential Attributes:

- You will have strong and demonstrable acumen in business and financial management.
- It is essential that you are highly numerate and IT literate with the capability to develop and manage operational budgets.
- You will have excellent communication skills, written and verbal, and the ability to negotiate with others.
- You will be used to working both, on your own initiative and as part of a team.
- You will have the ability to balance a diverse workload, prioritise tasks, plan effectively and meet deadlines.
- You will have a good understanding of building legislation and statutory compliance.
- The job will involve accessing the building plant and roof structures etc. and will require a reasonable level of personal fitness and health.

Desirable Attributes:

- You will have a sound understanding of community development and of arts, heritage and culture activities.
- You will be experienced in on-line marketing and the related use of web and social media,
- You will have a reasonable understanding of commercial tenancies and be capable of acquiring an expertise in their management.
- You will have relevant experience of fundraising and bid management.
- You will have experience of and skill in project management.

Package

The post offered is full time. It is expected that the Trust Manager role will be performed on the basis of a standard 35 hours (excluding breaks) Monday to Friday week but with variations to accommodate important evening and weekend events for which relief cover is inappropriate or unavailable.

A salary of circa £42,000 is proposed.

The package includes an employer pension contribution of 6%

Applications

Please submit a curriculum vitae outlining your relevant skills, experience and qualifications together with a covering letter setting out why you are interested in the role to chair@mbht.org.uk

If you wish to receive acknowledgement of receipt of your application, please set your email submission to request a delivery receipt as no other acknowledgement may be issued.

Please do not apply if you do have the above stated Essential Attributes.

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