



# Full Job Description

November 2020

<b>Role:</b> BCT Manager	<b>Hours and reward:</b> 1-2 days/week
<b>Location:</b> Home working, with regular meetings and site visits at various locations across Birse.	<b>Type of Contract:</b> Part-time, contractor (self-employed)

The following supplements the BCT Manager Job Description (dated October 2020).

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## KEY RESPONSIBILITIES

The Manager reports to the Trustees and is responsible for the day to day operation of the Trust and in particular for:

- Working with the Trustees and Project Managers (where applicable) to manage the Trust's sites and projects to deliver strategic and annual plans, highlighting any major issues to the Trustees. The Manager may be asked to take responsibility for some of the projects as required.
- Highlighting to the Trustees any health, safety and environmental concerns and recommended corrective actions to ensure compliance with relevant laws and/or guidelines.
- Working with the Trust's administrator and book-keeper to ensure that the Trust meets all its legal and business requirements.
- Maintaining the social media presence of the Trust, as a means of communicating with members and raising the profile of the Trust with funders and stakeholders.
- Providing updates to the Chairman and Trustees on a regular basis including at the monthly Trustee meetings.
- To be the first point of contact for Members and general enquiries.
- Champion and promote the work of the Trust through developing and maintaining relationships with other bodies (statutory/governmental, charitable and community), funders and donors.

## **SKILLS, EXPERIENCE & KNOWLEDGE**

### Essential

- ♦ An understanding of the work of community development trusts in Scotland.
- ♦ An empathy for the conservation of Scotland's natural, cultural and built heritage.
- ♦ Experience of working with communities, and community engagement and consultation.
- ♦ Good interpersonal and communication skills.
- ♦ Experience in using social media to inform members & supporters and to promote community engagement.
- ♦ Competency in financial reporting.
- ♦ People management and leadership skills. An ability to supervise, manage and lead people individually and in team situations.
- ♦ Self-sufficient in the use of Microsoft Office products.
- ♦ Current driving licence, valid for driving within the United Kingdom, and access to own vehicle.

### Desirable

- ♦ Proven experience of working in the natural, cultural or built heritage sectors. It is not anticipated the Manager will have expertise across all areas.
- ♦ An understanding of the grant giving bodies in Scotland and wider UK, supporting natural, cultural and built heritage.
- ♦ Highly organised with excellent project planning skills.

## **HOURS AND REWARD**

The Manager's hours are variable, but it is anticipated that it will be around 1-2 days a week, including a limited number of hours during evenings or at weekends. Subject to project activity there may be scope to increase the hours from time to time, with the agreement of Trustees.

Subject to experience the Manager will be paid between £20-25/hour.

## **APPLICATIONS AND FURTHER INFORMATION**

Applications should be sent to [bctoffice@birsecommunitytrust.org.uk](mailto:bctoffice@birsecommunitytrust.org.uk) by 5pm on Friday 13<sup>th</sup> November 2020. The Trustees would be looking to interview prospective candidates within 2 weeks of the closing date. The Trustees wish to make it clear that applications from outside the Birse area will be welcome.

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BCT is a company limited by guarantee (SC188799) and Scottish charity (SC028220) with its registered office at J & H Mitchell WS, 51 Atholl Road, Pitlochry PH16 5BU