



Job Information Pack – Director

Glasgow Building Preservation Trust is a charity that works to rescue, repair and restore historic buildings at risk across the City. We work in partnership with others to give redundant buildings a new purpose and return them to viable use within their communities. The Trust also organises the annual Glasgow Doors Open Day in September.

Our charitable objectives are:

1. To promote for the public benefit the preservation of buildings and other structures of historic and/or architectural significance within the City of Glasgow and its widest environs.
2. To advance education in relation to the built heritage and in relation to the traditional skills associated with earlier forms of construction.
3. To preserve, restore and improve the environment which enhances the urban environment in the interests of the general public.
4. To promote, operate and/or support other charitable projects and initiatives for the benefit of the community.

The Trust is a membership organisation and a company limited by guarantee with charitable status, with a Board of voluntary Directors overseeing a staff team in the delivery of the Trust’s activities. With a membership of approximately 120, a staff team of 4 and a Board of 9 volunteer Trustees, the Trust is well-regarded by stakeholders as a small but effective deliverer. The Trust is a key part of Glasgow’s toolkit for ongoing development and regeneration and works closely with Glasgow City Council and key funders including National Lottery Heritage Fund, Historic Environment Scotland and the Architectural Heritage Fund.

We are recruiting for a Director on a permanent contract based in our offices in Glasgow. The primary purpose of this post is to lead the Trust and staff team to develop and deliver built heritage projects and the annual Glasgow Doors Open Days Festival. The successful candidate will work to deliver the strategic objectives of the Trust:

<p>Stronger Partnerships</p> <ul style="list-style-type: none"> • Strengthening partnership with GCC • Developing strategic partnership agreements • Working with other sectors • Diversifying the organisational audience 	<p>Broadening our Boundaries</p> <ul style="list-style-type: none"> • Working outwith GCC boundary, where appropriate • Working with non-heritage organisations across third sector • Encouraging and developing commercial investments/partnerships • Be the lead organisation on Buildings at Risk in Glasgow
<p>Developing our Audiences</p> <ul style="list-style-type: none"> • Strengthen Membership Engagement • Develop Communications Strategy for website and social media • Connect Doors Open Days and project audiences with GBPT • Engaging beyond the heritage – diversifying the audience 	<p>Investing in our Future</p> <ul style="list-style-type: none"> • Fundraising beyond projects • Increasing the capacity of the Trust • Exemplify good charitable governance • Developing sustainable delivery models • Demonstrating Ethical and Environmental good practice

Job Description

Job Title:	Director
Salary Scale:	£44,628 to £48,215
Reporting to:	Board of Trustee Directors
Staff Reporting:	Three plus external finance support.

Leadership

The Director will lead the organisation in the delivery of the Trust's charitable and strategic objectives, including raising the profile of the Trust, increasing the membership, developing our audiences and growing the organisation.

The Director will represent the Trust in developing and enhancing relationships with funders, stakeholders, project partners and members. The Director is responsible for ensuring effective collaborative working within the Trust.

The Director is responsible for setting clear behavioural standards for the Trust and empowers and motivates the staff team to deliver high quality services.

Digital working: The Director will be responsible for ensuring that the services delivered by the Trust maximise opportunities for digital working.

The Director is responsible for ensuring the organisation, processes and services proactively support and champion diversity and inclusion – both within the organisation and externally in relationships with stakeholders.

Projects

The Director will have overall responsibility for all aspects of the Trust's technical, administrative and project-based work, to include working up and managing a variety of initiatives (including Glasgow Doors Open Days Festival) undertaken by the Trust. This will include identification and appraisal of potential restoration projects, to co-ordination of feasibility studies and project development, monitoring of actual project work including attendance at site meetings and management of post-completion stages.

Heritage

The ideal candidate will have a broad-based interest in historic building/urban regeneration matters and possess a sound knowledge of historic building issues, including current conservation philosophy, legislation, Buildings at Risk, sources of funding and financing and familiarity with funders requirements. An ability to understand design and structural information, flexible attitude, and a pragmatic but always innovative approach to the re-use of historic buildings will be essential. The successful candidate will recognise that heritage projects need to deliver outcomes which address community need, sustainability, diversity and inclusion.

Line Management

The Director is responsible for ensuring effective and efficient services and setting clear performance standards for the staff team - rewarding, supporting and challenging staff to ensure individual, team and organisational objectives are delivered.

The Director is responsible for supervision and co-ordination of the work of the staff of three. Currently these posts are Project Development Officer, Heritage Engagement Officer (West Boathouse Project) and Events and Development Officer (Glasgow Doors Open Days Festival) and a Finance Manager is engaged on an external contract basis.

Specifically, the post holder will report to the Board and is responsible for the following duties:

- Support the Board of Trustees in operation of GBPT and delivering on objectives agreed
- Board liaison – including recruitment of trustees, induction and training, co-ordinating trustee appraisal, development of board reports, attendance at and minuting of Board meetings
- Ensuring organisational policies are appropriate and up-to-date
- Overseeing day to day operation of GBPT's office
- Staff management including 1-1 support and supervision, appraisals and performance reviews, remuneration, workload, working practices, health and safety and employment law issues
- Ensure timeous delivery of all legal requirements attendant upon the Trust's charitable and company status.
- Preparation of Income and Expenditure profiles and all forward financial planning of administration of the Trust.
- Represent the Trust in official meetings with statutory bodies, funding bodies, potential end users and be the primary point of contact with key partner, Glasgow City Council.
- Occasional public speaking and lecture presentations and through membership of appropriate networks, raise the profile of the Trust at external events.
- Ensuring the effective delivery of Glasgow Doors Open Days Festival
- Co-ordinating Public Relations and Press Liaison
- Appraisal of Buildings at risk and co-ordination of consultants in production of feasibility studies;
- Introducing appropriate new projects and initiatives to ensure a continuous workload for the Trust and its employees to the benefit of the City of Glasgow.
- Work with community groups and other non-professional bodies in discussing projects and stimulating awareness of the built heritage;
- Budgeting and fundraising including processing applications for grant bodies such as the National Lottery Heritage Fund, National Lottery Community Fund, Historic Environment Scotland and Architectural Heritage Fund.
- Overseeing and supporting co-ordination of Project Development work
- Overview of construction projects as contractual 'Employer'
- Maintain an appropriate level of CPD and training for staff

Other

- The role will involve travel across the country for meetings.
- The role will involve representing the Trust at events outside of working hours
- GBPT encourages flexible working where this supports the needs of the Trust.

PERSON SPECIFICATION

Qualifications:

- Ideally degree or equivalent post graduate in Architecture, Architectural Conservation, Urban Design, Planning or related discipline, or;
- working life experience that encompasses the candidate profile and skills required.
- Relevant professional membership (e.g. IHBC, RTPI, RIAS/RIBA) would be desirable.

KNOWLEDGE AND EXPERIENCE

Essential

- Management or leadership experience within a charitable organisation.
- Experience in leading project teams
- Experience within or developed knowledge and appreciation of built heritage, planning and conservation.
- Successful track record in managing, monitoring, delivering and evaluating building preservation and/or capital conservation projects
- Project Fundraising and Successful Grant Application Experience
- Knowledge of financial management and efficient management of budgets.
- Working with communities, partners and consultants/professional advisers in various preservation and/or conservation settings.
- Experience in public speaking, presenting/speaking to large groups.
- Knowledge of best practice in relation to equalities, diversity and inclusion.
- Working knowledge and understanding of good practice in charity governance
- Experience of working with boards or serving on a board.

Desirable

- Experience of working within a Local Authority setting or with a LA or other public sector organisation
- Experience of managing multi-agency and cross-sector relationships
- Specific knowledge of the key challenges, risks and opportunities for built heritage in Glasgow and its wider environs
- Technical knowledge of planning, contract and construction law

SKILLS AND ABILITIES

Essential

- Excellent Project Management skills
- Excellent organisational and management skills: Ability to prioritise a variety of tasks and deliver work with a high level of accuracy and attention to detail to agreed deadlines within a busy environment with minimal supervision, and to ensure that the staff team meet performance targets.
- Ability to adapt to change well, and to work flexibly with creativity and imagination.
- Good Interpersonal skills: Able to deal in a helpful and professional way with a wide range of people
- Excellent communication: clear, effective and authoritative in spoken communication, high standard of written English, able to state a case clearly, logically and concisely. Effective presentation skills.
- Good negotiation and influencing skills: capable of dealing with both internal and external contacts at senior level.

- Ability to provide clear and objective advice and guidance to a wide range of stakeholders and community organisations.
- Good risk management skills: Ability to analyse, assess and balance risks, and willing to back judgement.
- Good standard of numeracy and financial and business awareness.
- Able to interpret complex financial information (including business plans, cash flows, accounts).
- Confident IT skills including good working knowledge of Microsoft Office, Excel/spreadsheets and the use of databases
- Digital and social media skills

Personal Attributes and Values

- Collaborative – working with others to achieve shared objectives
- Inclusive – working with those who need help most
- Proactive – leading project development and showing initiative
- Flexible – adapting to change with creativity and pragmatism

Miscellaneous:

Current full driving licence an advantage

Candidates should be aware that although this is an office based post that it requires activities such as visiting buildings (sometimes empty/derelict), and at times ascending to roof level and visiting building sites on a regular basis.

This is a permanent post; however, candidates are asked to serve a 6-month probationary period to ensure there is a good fit between the organisation and the candidate post holder. Subject to the outcome of a performance review after 6 months, the post will become permanent.

The Job Description is purposely intended to be of a general nature, defining the main elements of work required for the successful operation of the work of GBPT.

It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review.

Terms and Conditions

- Working Hours:** Normal hours of work are 35 hours per week. You may also be required to work such reasonable additional hours as are required for the proper performance of your duties including some evening and weekend work. Flexible working is supported, but there will be an expectation that the majority of time will be office based. Reduced hours will be paid on a pro-rata basis.
- Salary:** £44,628 paid monthly in arrears. Progression subject to satisfactory performance, steps being:-
£44,628
£45,730
£46,826
£48,215
- Duties:** As per job description.
- Pension:** Option to join auto-enrolment pension scheme with 6% employer contributions.
- Illness:** A maximum of three month's salary, followed by three months half-salary, followed by statutory sick pay during absence through sickness will be payable, following 4 consecutive days of sickness and on production of official certificate from a medical doctor. Notice of absence from work on any occasion must be conveyed to the Project Development Officer by telephone as soon as possible.
- Holidays:** Holidays will be 25 days a year. In addition to this there will be 14 statutory holidays.
- Notice Period** Three month's notice of termination for whatever reason may be given by the Trust and similar period of notice is required from the employee.
- Grievance Procedure:** In the case of any grievance, the matter must be referred to the Trust's Board. Thereafter, if not satisfactorily concluded, an appeal may be considered by the Trust full Board.
- In the case of the Trust not being satisfied by the conduct or performance of employees, it operates a standard disciplinary procedure in accordance with ACAS good practice.