



## **Job title: Director**

### **Job description**

#### **Job purpose:**

The Director is responsible for the day-to-day operational management of the Trust.

#### **Reporting relationship:**

This role reports directly to the Chair of the Board of Trustees.

#### **Main responsibilities include the following:**

- provide leadership and strategic direction for the team
- work on his/her own initiative in the day-to-day operational management of the Trust
- being an ambassador for the Trust's values and mission statement
- being principal contact for Historic Environment Scotland and Glasgow City Council and applying for funding from external sources
- produce decision making reports for the Board of Directors regarding all aspects of the operation of the Trust including annual performance reports for the principal funding bodies.
- review the organisational structure of the Trust on an ongoing basis to ensure that it is fit for purpose.
- in conjunction with the Board of Trustees, manage and regularly review the business and action plan for the Trust.
- being responsible for preparation of the Trust's revenue and grant budgets
- Implement social enterprise and charitable business growth opportunities and develop compliant strategies to increase income generation in line with the Trust's Business Plan and Fundraising Strategy.
- responsible for the efficient deployment of staff and resources
- devising key performance indicators for all grant programmes to measure efficacy of delivery and thereon at regular intervals to the Board
- liaising with the Audit & Remuneration Committee including preparation of the annual budget and the grant creditor reconciliation.
- liaising with the Business Development Committee to help develop positive working relationships and taking a lead role with potential funders and partners
- Devising customer contact surveys to establish results of the Trust's business relationships with clients, the implementation of key findings and reporting the findings to the Board on a regular basis.
- being the Company Secretary and responsible for all duties associated with this position including in relation to the Scottish Office of Charity Regulators, Companies House, the Annual Trustees' Report.
- being expected to liaise with local community groups, conservation trusts and organisations and attend meetings, often out with normal working hours.

- ensuring that paper and electronic files, for the assessment, management and monitoring of grants are fully maintained
- work with Historic Environment Scotland and Glasgow City Council to help safeguard and promote understanding of the historic environment.
- carry out any other duties commensurate with the post, which the Board of Trustees deem appropriate

14 December 2022

