

Job Vacancy

Director, Birmingham Conservation Trust

Location: The Coffin Works, 13-15 Fleet Street,
Birmingham, B3 1JP

Salary: £35,000 p.a.

Deadline for applications: 17 October 2016

Are you passionate about Birmingham's heritage?

You could be just the person we need. We are looking for a new Director to lead the trust into the next 3-6 years of its strategic programme.

For nearly 40 years, Birmingham Conservation Trust has been a major force in preserving Birmingham's architectural heritage. Past projects include rescuing the city's last court of Back-to-Back housing (now a very successful attraction run by the National Trust). Our most recent major project is the multi-award winning 'Newman Brothers Coffin Works' in the Jewellery Quarter, where we are running our own heritage attraction, a new departure for the trust.



The trust is centrally involved in a range of initiatives involving some of Birmingham's most important historic buildings and landscapes. It has recently undergone a transition from being under the aegis of Birmingham City Council to becoming fully independent, building up its volunteer and supporters' base, and developing a new business model and strategic plan.



Wake Green Rd Prefabs



The Coffin Works



Moseley Road Baths



Highbury

Who we are

Birmingham Conservation Trust is a charitable company limited by guarantee established in 1978. Our charitable objectives are *“to preserve and enhance Birmingham’s threatened architectural heritage and to promote an enjoyment and understanding of the city’s historic buildings.”*

“Returning historic buildings to a place in people’s lives” is our core purpose, whether this is achieved by taking on a building and restoring it ourselves, by providing advice and support for others to do so, or by promoting the importance of taking action to protect our endangered heritage.

Our commitment to raising awareness of Birmingham’s threatened architectural heritage drives our engagement projects, particularly through the operation of the Newman Brothers coffin fittings factory.

The management of the business and the control of the trust is vested in its Governing Body, a board of Trustee Directors of up to 13 members, which meets bi-monthly. The Trust Director is appointed by the Trustees to manage the day-to-day operation of the Trust. The Director is supported by 4 paid staff and over 40 volunteers.



What we do

In October 2014 BCT opened the newly restored Coffin Works. The Coffin Works project has been the major focus of the Trust in recent years, involving the repair and refurbishment of the Newman Brothers factory to bring it into sustainable new use, to secure the long-term future of the building, and to make a significant contribution to the economic, social and cultural life of Birmingham's Jewellery Quarter. The Trust's offices are in the building, we operate the Newman Brother's coffin fittings factory as a heritage attraction, we hire out the courtyard and meeting room spaces, and we let out 6 offices/ workspaces to a range of tenants including the Heritage Trust Network. The success of this project has been acknowledged by awards from Birmingham Civic Society (Renaissance Award 2014), Historic England (Heritage Angel, People's Favourite 2015), ICON (Conservation in the Community 2015), RICS West Midlands (best conservation project 2015, best tourism and leisure project 2015) and Museums+Heritage (Customer Service Award 2016).

The completion and operation of Coffin Works has started the Trust on a new journey and transition to a new business model for supporting the preservation of Birmingham's architectural heritage. The Trust is currently providing advisory, fee-based consultancy services and specialist support as a key partner in developing architectural preservation projects in the Jewellery Quarter (JQ Cemeteries), and at Highbury and Moseley Road Baths. To meet our strategic priorities the Trust Director will need to build on these partnerships and networks, expanding our business model to develop the work of the Trust.

Our strategic goals 2016-2026



Director Job Description

PURPOSE OF JOB

The Director will be responsible for delivering the strategic vision of Birmingham Conservation Trust; for championing the organisation and its work to the public and potential supporter organisations; for building organisational resilience and self-sufficiency particularly in the operation of the Coffin Works and Newman Brothers at the Coffin Works; consolidating relationships with partners and stakeholders, especially Birmingham City Council, the Heritage Trust Network, Historic England and the Heritage Lottery Fund.

The Director will be responsible for developing a portfolio of projects for the Trust that will develop new income streams and create new uses for buildings at risk.

DUTIES AND RESPONSIBILITIES

1. Provide strategic direction according to BCT's vision and objectives, 2016-2026.

- Work with the Trustees to develop and deliver a long-term and sustainable business plan, with income targets and options for resilient and self-sufficient operational models, based on the Trust's strategic objectives, 2016-2026
- Provide financial forecasts and carry out accurate and effective budget monitoring
- Forge and strengthen successful partnerships with public, community and private sector partners across the city of Birmingham, notably in the Jewellery Quarter.

2. Increase BCT income through fundraising and other forms of revenue generation

- Consider and develop new streams of income for the Trust, including social enterprise and commercial revenue streams in line with our charitable objects
- Develop and deliver the corporate engagement strategy
- Apply for funding from grant-giving trusts, public funding bodies and other sources to deliver BCT's business strategy

3. Establish a strong public profile for BCT and its work

- Manage the development of a marketing and participation strategy for BCT that can be delivered via digital, print, talks and broadcast media, and through volunteer and other supporter activity
- Develop working partnerships to support the commissioning and delivery of events and activities that promote public understanding and enjoyment of Birmingham's built heritage and the work of the BCT, such as opening historic buildings as part of Heritage Open Days
- Apply for any relevant awards to enhance the reputation of the Trust

4. Be responsible for identification and project management of potential projects and consultancy work to further BCT objectives:

- Undertake the appointment and management of suitable consultants, contractors and specialists to support funded projects and consultancy work
- Establish communications and monitoring frameworks for effective tracking of delivery and quality assurance
- Ensure a complete record is kept of BCT costs and income at all stages of a project
- Commission feasibility studies, options appraisals and other relevant research to develop potential projects
- Undertake evaluation and review of project delivery and distribute the findings to all relevant partners
- Establish and maintain regular liaison with key stakeholders – particularly Birmingham City Council, Heritage Lottery Fund and Historic England

5. Manage the employment, supervision and development of BCT staff, contracted employees, associates and volunteers

- Manage the Business Administrator and any other posts directly reporting to the Director
- Prepare and implement contracts for fixed-term project employees and associates
- Ensure annual appraisals take place and undertaking the appraisals of paid staff in direct line management
- Plan and facilitate the training and development of paid staff and volunteers to advance the delivery of BCT objectives

6. Ensure the effective management and operation of the Coffin Works

Under the oversight of and working with the Coffin Works Management Committee:

- Ensure there are appropriate arrangements for security, environmental sustainability, Health & Safety at the premises. The Director is a key holder
- Ensure effective property management including marketing the rental properties, lease and tenancy renewal; rent collection and tenancy issues
- Manage the on-going preservation, maintenance and interpretation of the historic collections and business archive
- Review business options, staffing and operational agreements for management of the Coffin Works and Newman Brothers at the Coffin Works, and implement change where required

7. Responsible for regular communication with the Trustees and the administration of the Board and Trust activities including

- Attendance at Board meetings
- Preparation of reports and other relevant papers for the Board and any sub-groups
- Effective liaison with the Chair of BCT and Chair of Coffin Works Management Committee
- With support of the Business Administrator provide responses to general enquiries, correspondence and other daily administration duties
- Administration of Board meetings and AGM; the management of BCT's business records; and the update and maintenance of the Trust's online and print profiles

Person Specification

Skills and Experience

You will have demonstrable achievement in all or most of the following:

1. Successful fundraising through grant applications, charities and donations
2. Successful entrepreneurial development and business planning
3. Successful partnership working with local authorities, charitable trusts, community organisations etc.
4. Employment, management and development of staff and volunteers
5. Experience in developing or commissioning public access, heritage interpretation, engagement and learning opportunities for a wide range of audiences
6. Knowledge of the conservation, development, construction and management of historic buildings
7. Experience of marketing and profile raising via digital, print and broadcast media
8. Experience of successful project management and delivery

Abilities

You will be:

1. An effective leader who can build and develop the organisation
2. A passionate advocate for heritage
3. Resilient and able to work under pressure
4. Self-motivated, able to work methodically on an independent basis
5. Customer focused, able to build a positive relationship with clients, visitors and wider audiences
6. Able to prioritise, with a focus on outcomes
7. Pragmatic
8. Able to communicate openly and clearly, building trust and support for BCT
9. Able to measure, evaluate, review and use results to improve

How to apply

Please send a letter of application addressing how you meet the skills, experience and abilities required for the post, together with a CV, to Vicki Cox, BCT Business Administrator by 17 October 2016. Applications may be sent by email:

vicki@birminghamconservationtrust.org

Interviews will be held on **Tuesday 1 November** at the Coffin Works, Birmingham.

For enquiries about the post please contact Simon Buteux (outgoing Director)
simon@birminghamconservationtrust.org 0121 233 4785

or Jane Arthur (Chair) jane.l.arthur@btinternet.com 0121 233 0906

Terms of Employment

The Employer: Birmingham Conservation Trust Ltd (or the "Trustees of" or "Trustee Directors of" Birmingham Conservation Trust Ltd).

Job Title: Director, Birmingham Conservation Trust.

Usual place of work: BCT office, Coffin Works, Fleet Street, Birmingham, B3 1JP.

Remuneration: The Trust can offer flexible working of between 22.5 and 37.5 hours per week. The gross salary is £35,000 per annum (full time, pro-rata for part time working). Monthly salary is paid by Bank Automated Credit transfer.

Contract period: The post is offered on a permanent basis (subject to funding). There is a 3-month trial period. A formal contract of employment will be provided at the end of this trial period.

Pension: Birmingham Conservation Trust does not currently offer a pension scheme. However from 2017 auto enrolment will apply.

Hours of work: If full time, there is flexibility for working from home for up to one or two days per week. There will be a requirement for occasional evening and weekend working including participation in the duty manager rota for Newman Brothers. There is no additional pay for this, but the post-holder is entitled to take time off in lieu with the agreement of the Trustees.

Holidays: The post-holder is entitled to 25 working days' holiday in addition to Bank Holidays and extra statutory days. Holidays must be taken at times convenient to the Employer, and no more than 10 working days' holiday may be taken at any one time unless permission is given by the Trustees. Sufficient notice of intention to take

holiday must be given to the Chair. Every effort should be made to take annual leave. In exceptional circumstances and with approval from the Chair, a maximum of 3 day's unused annual leave may be carried over to the next leave year.

Sickness absence, sick pay and other benefits: Terms of employment are in accordance with statutory requirements and will be described in your employment contract. The provision of a medical certificate is required for any absence lasting more than 7 calendar days. Further details in the BCT Personnel Handbook and associated HR policies.

Notice of termination of Employment: Employment may be terminated at any time by either party by giving not less than one month's notice in writing.

The Trust will ensure it adheres to any statutory notice periods.