



Museum Castle & Grounds Manager

25 Hours/week | Permanent | Salary £27,500 – £32,000 Pro Rata

JOB DESCRIPTION

The MacDougall of Dunollie Preservation Trust was set up in 1998 in order to provide specific charitable benefits.

The Trust's charitable purposes are to advance the heritage of the historic castles and property historically belonging to the family of the MacDougalls of Dunollie, Oban, Argyll, hereditary chiefs of the Clan MacDougall, and to preserve and retain in Scotland the artefacts, paintings and others also historically belonging to the MacDougalls of Dunollie, and to advance education through public display and interpretation of these historic assets.

Our Vision is to be Oban's jewel; the internationally celebrated centre for Scottish culture and heritage and home of the world-wide Clan MacDougall

Our Mission is to conserve, develop and share our cultural and natural heritage for the benefit of the local, national and international community.

Creative Development is managed through a culture of 'Circular Thinking' which encourages collaborative planning and combining the creativity of the entire team from Trustees through to seasonal staff.

The post holder will work closely with the trustees of DPT to support the continued growth of the business. This will involve managing the core team and providing innovative planning, fund-raising and day-to-day management of: -

- Dunollie Museum Castle & Grounds (including The Kettle Café and The Draper's Shop)
- Dunollie Links: – busy year-round community engagement programme
- Dunollie Year-round-trading for Resilience: - Off-site/off-season initiatives for income growth.
- Rolling out the new Transitional Year adapting all of the above to Covid-19



RESPONSIBILITIES

SUSTAINABILITY & INNOVATION

- Vision, research, planning, costing, delivery and monitoring for innovative and sustainable growth of the Dunollie Museum Castle & Grounds commercial business.
- Sensitive oversight and advocacy of public access to heritage and community engagement alongside the commercial business.

FINANCIAL PLANNING, FUNDING AND GRANTS

- Financial projections, budgets and providing and interpreting financial information.
- Monitoring and interpreting the operational cash-flow, predicting trends, analysing change and advising the trustees accordingly.
- Researching and reporting on factors influencing business performance, conducting reviews and evaluations across the operations for cost reduction opportunities.
- Fund-raising for small projects including liaising with small project funders, making applications, monitoring, reporting and making claims.
- Maintaining relationships with external contacts e.g. auditors, bank, funding bodies and statutory bodies.

TEAM MANAGEMENT:

- Managing the core staff team of six and all associated matters relating to staffing the operation.
- Working with the core team to set work plans, targets and budgets.
- Organising regular team and project meetings, preparing documents, taking minutes, managing actions and priorities.
- Reporting to the Trustees on the team's work, priorities and progress.

MONITORING & EVALUATION

- Continuous monitoring and recording of all activities commercial and social.
- Producing evaluation reports
- Preparing funding reports and claims documents.
- Producing an annual Social Impact Report.

ORGANISATION CULTURE

- Working closely with the team and the Trustees to continue 'Circular Thinking' methodology to maintain the culture of the Organisation.

QUALITY

- Making sure Dunollie Museum Castle & Grounds maintains its quality and its quality awards for heritage product, visitor services, activities and events, presentation, cleanliness, health and safety.
- Oversee the quality of all products offered at Dunollie Museum Castle and Grounds, working closely with the team to ensure that everything offered delivers according to how it is marketed, meets the expectations of visitors and user groups and is inline with DPT's quality standards.



PRODUCT DEVELOPMENT:

- Working closely with the core team, oversee development, branding, quality, marketing, and sales for all products including the 1745 House Museum, The Castle, The Old Drapers shop merchandise, The Kettle catering, presentation of the Grounds presentation, and maintain Dunollie's reputation for outstanding Tours, Activities & Events.
- Work with the Product Development team on continuous addition of fresh merchandise
- Work with the Exhibition Team to plan, fund and coordinate new relevant, inventive high-quality exhibitions

STATUTORY REQUIREMENTS (Front of House)

- Supervise all statutory requirements including insurance, Environmental Health, Food Hygiene Management, Working with Vulnerable People, Working with Young People, Employer Responsibilities, and Health & Safety.

PERSON SPECIFICATION

Candidates should demonstrate experience of working in the third sector and a broad understanding of social enterprise development.

A firm understanding of museums and an interest in the heritage sector is essential

This person must have experience of business planning and be flexible in their approach to income generation.

It is important that this candidate is creative and sensitive and has an ability to work well as part of a creative team for innovative visionary heritage development and delivery.

They must be extremely organised and IT proficient and be an exceptional communicator.

This post requires ability to manage a small team effectively and coordinate work plans, targets and budgets.

This person will need a good head for figures with a sound grasp of financial systems, good budgetary planning, and financial monitoring ability.

They must be up to date with current statutory legislation, regulations and procedures for public visitor sites.

This person must be familiar with the principles of project evaluation, the importance of gathering, referencing and scrutinising information for funders and reporting.

Experience of working with grant giving bodies and a track record of successful small funding bids with evidence of ability to plan, fund and implement small projects will be an advantage, as will some previous experience of completing reports and funding claims for public and/or private funders.

The candidate must drive and have access to a vehicle.

The MacDougall of Dunollie Preservation Trust



Training will be provided for all aspects of this post and there will be a one-month probationary period.