



General Manager

The MacDougall of Dunollie Preservation Trust

36 Hours/week | Permanent | Salary £27,500 – £32,000

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

- Support the sustainable growth of the Dunollie Museum Castle & Grounds commercial business - vision, research, planning, costing, delivery, and monitoring for innovative.
- Researching and reporting on factors influencing business performance, conducting reviews and evaluations across the operations for cost reduction opportunities.
- Sensitive management of the balance our heritage priorities and community engagement alongside the commercial business.
- Work with the Office Manager on financial projections, budgets and providing and interpreting financial information, and advising the trustees accordingly.
- Managing and supporting the core staff team and all associated matters relating to staffing the operation - working with them to set work plans, targets and budgets whilst managing actions and priorities.
- Reporting to the Trustees on the team's work, priorities and progress.
- Continuous monitoring and recording of all activities commercial and social for the annual Social Impact Report.
- Support the organisations marketing and ensure that GDPR and stakeholder and partnership engagement are properly managed.
- Support Visitor Services to maintain the quality of Dunollie Museum Castle & Grounds'.
- Support our Dunollie Links community engagement programme delivering heritage focussed social benefits.
- Work with the Product Development team on continuous addition of fresh merchandise.
- Work with the Heritage Team to plan, fund and coordinate new relevant, innovative high-quality heritage experiences.
- Responsible for making sure that the Safe & Legal Plan is always up to date.

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 understanding of figures and it would be an advantage to have a grasp of financial systems.

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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 information reporting.

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