



SCOTLAND'S CHURCHES TRUST

PATRON: HRH THE PRINCESS ROYAL

15, North Bank Street,
Edinburgh, EH1 2LP
0131 225 8644
info@scotlandschurchestrust.org.uk
www.scotlandschurchestrust.org.uk

JOB ADVERTISEMENT- DIRECTOR SCOTLAND'S CHURCHES TRUST

Scotland's Churches Trust (SCT) (SC043105) has its offices in North Bank Street Edinburgh. It is a charity whose purpose is to sustain and support Scotland's Places of Worship. It is non-denominational. It fulfils its role in a variety of ways- using its global website with dedicated church pages as a promotional tool to promote its members churches, encouraging access, supporting requests for fabric repair grants, encouraging organ playing and recording the fixed and movable assets inside places of worship. It currently has a membership of some 1300 Places of Worship.

Due to the retiral of the present post holder at the end of 2021, it is looking to recruit a Director who will be responsible for the day to day running of the Trust and related activities, and who will report to the Board of Trustees. The Chairman is the Line Manager.

The successful applicant will be required to work 20 hours per week. The hours worked will be flexible, and some of them can be done from home if necessary although reasonable office presence must be maintained. The successful applicant will also be expected to attend SCT planned events in the evenings whenever possible.

The Director, who has administrative support, should be a hands-on practical person who is content to work on their own. The successful applicant should demonstrate an interest in places of worship in Scotland, have significant knowledge of IT including social-media and Microsoft Word, Excel and Access.

President: **Robin Blair CVO**
Vice Presidents: **Prof Andrew Calder MBE, Sir William Reid KCB FRSE,
Sir Archibald Boyd Tunnock CBE, Lord Wilson of Tillyorn KT GCMG FRSE**
Trustees: **Rt Rev Dr John Armes, Bishop of Edinburgh, Mrs Annette Brydone, Prof Adam Cumming,
Liam Devlin, Col Jamie Erskine MBE (Chairman), Dr Brian Fraser, Dr Joe Morrow CBE KStJ QC LLD,
Ros Taylor RIBA, Very Rev Prof Iain Torrance KCVO Kt OSTJ TD FRSE**
Director: **Stuart Beattie**

Registered charity no: SC043105



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Key Duties:

Promoting SCT to members and the wider community whenever possible including giving presentations

Developing and maintaining a strategy for the SCT.

Promoting Scotland's Pilgrim Journeys.

Working with and developing links with Historic Environment Scotland (HES), Scottish Pilgrims Route Forum (SPRF) and other similar bodies such as Historic Churches Trust.

Maintaining close liaison with National Churches Trust (NCT) to ensure Scottish Places of Worship receive their share of grants.

Organising the Royal Gathering and other major events in conjunction with the PR Committee.

Managing the routine running of the office. Including acting as the Line Manager for the Administrative Support.

Overseeing the Website and Social Media Content which is maintained by the Administrative Support.

Routine running of the accounts and submitting them to the accountants as required.

Preparing the Annual Report for agreement by the Trustees and manage its distribution.

Member of the Finance Committee.

Seek and cultivate potential funders and write applications for grants.

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Plan and organise the Trustees' meetings including sending out the agendae and accompanying paperwork, and writing the minutes.

Support the chair of the other committees (PR, Grant Giving, Organ Playing, Financial) including the organising of their meetings. Attend the committee meetings.

Salary: In the region of £26,000.00 but depends on experience. Subject to review.

Apply online with a CV, a covering letter outlining relevant skills and the name of 2 referees by email to Dr Brian Fraser (brian.fraser67@gmail.com). He would also be happy to receive informal enquiries by telephone before the application is submitted. His number is 07710480875.

Closing Date: 1 September 2021.

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