

Heritage of London Trust Operations

Introduction

The Heritage of London Trust Operations (HOLTOP) is seeking a consultant to join for a period of 6 months, following the completion of a successful Resilient Heritage Project.

The Resilient Heritage Project, funded by the Heritage Fund (NLHF), has prompted a series of changes- its legacy creates a potentially rewarding opportunity for someone to support, develop, and lead the organisation as it prepares to enter its next phase of operations.

Job Description: Interim Director

The aim of this role is to ensure HOLTOP achieves its next step towards the organisation becoming more fully sustainable. The post holder will assist in the implementation of HOLTOP's strategic plan, develop the organisation and provide essential support to achieve its mission to re-use historic buildings throughout Greater London to create innovative social solutions and cultural benefits.

Fixed term contract: 6 months at a fixed fee of £18,000 + VAT and including all travel expenses

Reporting to: Line management committee (3 HOLTOP Trustees)

Location: Remote working, with meeting space available in Clapham Common. At least one meeting per month in London will be required.

Start date: 14th October 2019

Purpose: To lead the Trust through a period of transition, commencing the Strategic Plan developed during the NLHF Resilient Heritage Project (Nov 2018 to Oct 2019)

Review the present capability and challenges of the organisation and ensure that robust strategies which deliver sustainable business development, governance, fundraising, marketing and communication are developed.

Undertaking key tasks (described below) to prepare and develop the Trust, ahead of its next phase of operations.

Key Tasks:

To undertake specific tasks as follows:

- Create a clear agenda for the further development of the Organisation and develop a 5-year Business Plan that demonstrates how the Trust can sustain itself, and its proposed growth over the next 10 years

- Develop an application to Historic England to increase staff capacity, preparing grant applications to match fund the HE request, as required, and referring to the Fundraising Strategy which forms an appendix to the Strategic Plan
- In conjunction with the Secretary and where appropriate with the Finance Manager, review the Trust's governing document, including terms of office for all trustees; and the Trust's policies and procedures and write all necessary additional policies as required; prepare a Trustee induction pack; and review/prepare any trustee role descriptions as required
- Manage and support the new governance structure
- Develop and deliver a monitoring system to measure and evaluate the effectiveness of the strategic plan and its outcomes. Create and maintain an overall risk register, identifying risks and their mitigation and communicate to stakeholders
- Co-ordinate the circulation and assist in the launch of the revised Vision and 5-year strategy resulting from the Resilient Heritage Project to the heritage sector, government and local stakeholders.
- Establish appropriate IT/filing systems
- Liaise with the branding sub committee to support the launch of a new name, and associated branding, feeding the new brand into all administrative systems as required
- Establish cost of overhauling the website
- Work in partnership with the Chair and Vice Chair during the transition
- Attend all board meetings
- Support the Project Organiser in developing a number of projects as identified on the Projects List
- Provide written summary of progress to the line management committee on a monthly basis
- Advise on the person specification for the permanent Director's role.

Time permitted:

- Initiate and contribute to the implementation of priority fundraising actions identified in the Draft Business Strategy.
- Assist in the development delivery of training programmes in collaboration with consultants for some LHBT Board members based around the skill gaps identified in the Business and Communication Strategies.

Person Specification:

Skills

- Organisation and business development
- Project and financial management
- Consultant Procurement and Management
- Effective verbal, written and digital communication
- Self-motivated and focussed, with an ability to work independently

Qualifications & Experience

Essential

- Evidenced-based track record in successfully delivering sustainable organisational growth
- Evidence of business development: delivering business planning and organisational change in small to medium organisations
- Project management; business development; bid preparation; and fundraising and marketing environments
- A keen political awareness and advocacy
- Budget management in excess of £50K

Desirable

- Not-for-profit or governmental sectors
- Heritage sector

Competencies: essential

- Strong self-organisation and motivation
- High-level communication and presentation skills- and clear track record of working with senior stakeholders both inside and outside an organisation