



BANNOCKBURNHOUSE

For the community

Dear Applicant,

Project Support Manager (Finance & Compliance) Contract

Thank you for your interest in our Project Support Manager contract. You should note that this contract will operate until March 31st 2021.

Our contracts team currently comprises: Project Director; Project Support Manager; Marketing/Communications contractor and Volunteering/Events Coordinator and 3 x Gardening contractors.

Please apply by covering letter and CV by e-mail to jimbennett@bannockburnhouse.scot by 5 p.m. on Sunday, 1st September 2019.

We hope that you enjoy reading the materials we've put together and will perhaps visit us on one of our tours.

Yours,

Jim Bennett
Project Director



Contact & Information

Volunteering/Event/Booking Enquiries: events@bannockburnhouse.scot or **Marketing/Media Requests:** marketing@bannockburnhouse.scot

Website: www.bannockburnhouse.scot

Bannockburn House Trust (BHT) Registered Charity (10/01/2017)

SCIO Number: SC047081 - Scottish Charitable Incorporated Organisation (SCIO)

Bannockburn House

Project Support Manager

Contract Fixed Term, up to March

31st 2021

Fee: £20 per hour (negotiable),

c.14 hour week

Flexibility: You will primarily be home based with pre-planned meetings at Bannockburn House, usually on each Wednesday.

This post is being part funded by the Forth Valley & Lomond LEADER Programme through the European Agricultural Fund for Rural

Responsibilities

Bannockburn House Trust is one of the largest community owned estates in lowland Scotland. It comprises 26 acres of estate, a Jacobean mansion and outbuildings. We are in the process of reinvigorating the House and gardens and bringing them back into productive use.

Post Overview:

The primary purpose of the contract is to ensure that BHT complies with the requirements of its funders and relevant legislation. The contract holder will also be a “fixer”, brokering solutions for a variety of issues which BHT could be faced with.

Key relationships:

- Project Director
- BHT Board members (particularly those with responsibility for finance)
- BHT volunteers (particularly those with a responsibility for Health & Safety and other policy)
- Funder Contacts: EU Leader, Climate Challenge Fund, Lottery Community Fund, Architectural Heritage Fund, Lottery Heritage Fund as well as Charities and Trusts.
- BHT Accountants
- BHT suppliers.

Key Responsibilities include

Finance

- Processing invoices on behalf of BHT
- Processing payments to BHT
- Convening twice monthly finance meetings where invoices/spending are agreed, allocated to an appropriate budget and recorded
- Supply monthly financial detail with all relevant paperwork to BHT accountants
- Assisting in procurement to deliver best value for BHT
- Ensure our procurement processes meet our funders requirements

Funders

- Preparation of spending reports for funders

- Maintenance of BHT files for funders to a compliant standard
- Drafting and submitting funder reports
- Updating funder on-line systems with BHT information and materials
- Liaison with allocated funding officers.

Legislative Compliance

- Assisting appropriate Directors and volunteers draft policies/procedures which ensure BHT's compliance with relevant legislation
- Alongside relevant Directors/volunteers, assisting in ensuring that policies/procedures are maintained and implemented e.g. Health & Safety, Fire Safety etc
- Maintaining records relevant to implementation of BHT's policies
- Administering licensing issues: large events, public entertainment etc.

Problem Fixer

BHT is often faced with problematic issues. We expect that the Project Support Manager will often complete the detailed work to ensure that Directors come to a solution to these issues. Examples in the past have included:

- Withdrawal of most insurance companies from the historic estates market
- Substantial water leak leading to large water charge
- Broadband coverage in parts of the House
- Cash handling systems.

We don't expect the contractor to have a knowledge in all the problems that we might encounter. However, we do expect that the Project Support Manager will be able to identify: the core issues; key players around those issues; a series of potential solutions, and; a preferred, costed solution for BHT.

Person specification

- An assertive, resilient individual who can demonstrate that they can comfortably work independently
- Someone who can show from their previous engagements that they are well-organised and systematic in their approach
- An individual with good ICT skills e.g. MS Word, MS Excel and PowerPoint
- Experience of using online systems would be very helpful as well as having experience of submitting claims to funding organisations
- Familiarity with Xero accounting software and the EU Leader LARCS systems would be a bonus
- A professional who can demonstrate good oral and written skills.
- A background in working with a portfolio of funders would be very useful
- Demonstrable skills and experience in reporting to funders
- A background in working with volunteers would be advantageous.

Bannockburn House Community ownership

The owners of Bannockburn House are the community of Bannockburn. Through their membership of Bannockburn House Trust, local people can exercise control over the appointment or removal of Board members and the direction of the Trust, which must act on their behalf and be accountable to them through a variety of means including formal AGMs.

Bannockburn House appears to be one of the largest truly community owned heritage projects in the UK and is therefore regarded as a critical “pathfinder”.

Background

The house is located off the A91 close to the Stirling motorway services area (M80 / M9 intersection). It is A listed and around 14,000 sq. feet on four floors surrounded by various outbuildings and chauffeur’s house, set in 28 acres.



The Bannockburn House Project and Organisation

In 2016, Bannockburn House came on the market and stimulated enormous public interest from the local Bannockburn community. It quickly became evident that the local community wished to carry out a community purchase of the house.

Bannockburn House Trust (BHT) was formed in January 2017 as a two-tier SCIO with a Board of local people. By mid-2017 BHT secured a second stage Scottish Land Fund award to purchase the house, with additional financial support from Stirling Council. BHT has owned the house since December



2017.

Currently BHT has 9 board members, around 450 SCIO members and 140+ signed up volunteers who already maintain the house and gardens, organise events and carry out other project activities. BHT's objectives include:

- Ensure Bannockburn House (BH) is open and available for the use and enjoyment by local people
- Build a strong community-driven organisation (BHT)
- Improve and maintain the heritage, building fabric, interiors, fittings / furnishings and grounds of Bannockburn House, in line with community wishes and with regard to the advice of heritage professionals
- Encourage public access (including visitors to the area) to the house and grounds for purposes of leisure, heritage and cultural activities, learning, health and well-being
- Create a visitor attraction that generates income and employment benefitting local people
- Initiate, develop and facilitate a range of community projects and activities at BH, providing benefit to the local community
- Secure all necessary funding and support to protect and conserve the house.

Website: <http://www.bannockburnhouse.scot/>

Facebook: <https://www.facebook.com/BannockburnHouse/>

Plans for Bannockburn House - delivery

The House does not have a collection of artefacts and is not going to be a museum. Its planned use is as community space and a community led heritage visitor attraction. It will provide space and facilities for a range of community led services, projects and activities which could include:

- New gardens
- Bistro
- apprenticeships / workshops for training
- Living in the past (tours, re-enactments, visitor accommodation)
- Our House, Our Stories exhibitions
- Artists' studios / arts and crafts
- Heritage trails / cycle paths
- Events / markets / fayres
- New horizons learning
- Horse riding
- Brewery.

The House will need to be financially sustainable and the possible sources of income include:

- Visitor guided tours (may be via prompted donations rather than charging)
- Shop
- Café / bistro / bar / catering (including potentially large events)
- Parking (perhaps refundable against purchases in shop, café)
- Visitor accommodation - camping, B&B, holiday apartment
- Event space (including weddings, corporate, conference)
- Exhibitions
- Ticketed events e.g. arts, cultural, festivals
- Fees for learning events / workshops / residentials / themed week-ends (murder mystery, ghost hunting)
- Location: for film, TV, radio (Outlander, Antiques Roadshow, BBC Radio 4 Question Time etc)
- Meeting room hire e.g. for meetings, activities, private events
- Workshop / studio hire
- External land hire e.g. re-enactments, rallies, concerts
- Public fundraising
- Donations
- Community fundraising.