



BANNOCKBURNHOUSE

For the community

Dear Applicant,

Bannockburn House – Various Posts

Thank you for your interest in jobs with Bannockburn House Trust.
You should note that these contracts will operate between April 1st
2020 until March 31st2022 on a fixed-term, employed basis.

Current job Opportunities include 5 x 0.5 Full Time Equivalent posts (17.5hrs pw):

- Finance & Admin
- Volunteering Support
- Volunteering Support (Gardens)
- Events Coordinator
- Operations Manager (Maintenance)

Our expectation is that those appointed are likely to have a strong connection with Bannockburn House or Bannockburn and the Eastern Villages.

Please apply by covering letter and CV by e-mail to jimbennett@bannockburnhouse.scot for the Finance/Admin post and to admin@bannockburnhouse.scot for all other posts, by 5 p.m. on Sunday, 10th March, 2020.

We hope that you enjoy reading the materials we've put together.

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 Community ownership

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

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.

Currently BHT has 9 board members, around 500 members and 200+ 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 is open and available for the use and enjoyment by local people
- Build a strong community-driven organisation
- 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, 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 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:

- Newly developed gardens
- Fruit and vegetable production
- Bistro
- apprenticeships / workshops for training
- tours, re-enactments, visitor accommodation
- exhibitions
- Artisan's studios / arts and crafts
- Heritage trails
- Events / markets / fayres.

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
- Event space (including weddings, corporate, conference)
- Exhibitions
- Ticketed events e.g. arts, cultural, festivals
- Fees for learning events / workshops / residential / themed week-ends (murder mystery, ghost hunting)
- Location: for film, TV, radio
- 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.

Finance and Admin Worker

Contract Fixed Term, up to March 31st 2022.

Salary: £25k pro rata

Hours: 0.5 FTE – 17.5 hours pw.

Benefits:

- Workplace pension
- Laptop
- Mobile Phone (or financial contribution to contract)
- Flexible working
- 22 days holidays and 11 public holidays pro rata

Flexibility: working hours are flexible and by negotiation, including the use of home working. Attendance each Wednesday at Bannockburn House is expected.

This post is funded by the Scottish Government through its Investing in Communities Programme

Post Overview:

The primary purpose of the contract is to ensure that BHT operates effective financial management and 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 and clients.

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
- Administering PAYE including workplace pensions
- Contributing to the annual budgeting process

- Undertaking procurement exercises.

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.

**Post: Volunteering Support
(People Support Officer)**

Contract Fixed Term, up to March 31st 2022.

Salary: £25k pro rata

Hours: 0.5 FTE – 17.5 hours pw.

Benefits:

- Workplace pension
- Laptop
- Mobile Phone (or financial contribution to contract)
- Flexible working
- 22 days holidays and 11 public holidays pro rata

Flexibility: working hours are flexible and by negotiation, including the use of home working. Attendance each Wednesday at Bannockburn House is expected.

This post is funded by the Scottish Government through its Investing in Communities Programme

Post Overview:

Volunteers are the heart of Bannockburn House Trust. Therefore, the person undertaking our volunteer support has a key role in providing the support that volunteers need. Volunteer support will include recruiting, supporting and retaining volunteers. The role requires tact, diplomacy and the ability to help volunteers from all backgrounds develop themselves personally whilst also delivering the impacts that Bannockburn House needs.

Key Relationships

- 200+ BHT volunteers
- Volunteer teams (History, Shop, Youth etc)
- Project Director
- Events Organiser
- Marketing contractor
- Trustees.

Key Responsibilities

Volunteer Coordination Responsibilities

Bannockburn House Trust currently has c.200 volunteers. Approximately 40 of those volunteer on a weekly basis; c.60 monthly, and the remainder as specific events take place. We expect that the Volunteer Support role will include:

- Delivering/Enabling delivery of the resources, support and training needed for volunteers to complete their roles
- Co-designing with volunteers a programme of events for their personal development as well as BHT's organisational development

- Working in a cooperative manner to resource each of the BHT volunteer groups: History, Events etc Ensuring that systems are in place to enable volunteers to maximise their own development whilst with BHT
- Volunteer recruitment (including interviewing and screening), induction and performance development, resolving disputes and other challenging situations.
- Producing and maintaining volunteer agreements, role descriptions and policies, e.g. expenses; consulting with members (including volunteers) in their drafting.
- Monitoring, approving and arrangement for paying volunteer expenses, ensuring full records are passed to the treasurer at agreed intervals
- Convening and producing a written record of regular volunteer meetings, ensuring that appropriate actions are taken on volunteer suggestions
- Delivering operating systems for volunteers which are compliant with regulatory requirements
- Ensuring the delivery of training programmes which suit the needs of BHT, volunteers and any regulatory agencies
- Working with the Events Coordinator to ensure coordination for events delivery with volunteer teams.
- Working with the Marketing/Communications Coordinator to ensure a flow of information between volunteers, contractors and the Board
- Maintaining written records of volunteer activities, hours completed and compilation of reports.

Person specification

- Previous relevant experience in working with community based volunteers
- Knowledge / understanding about community led projects and how these relate to delivering positive impacts in the local community
- A commitment to diversity and inclusion
- Good organisation, administration and IT skills
- Good oral and written communication skills
- Excellent team player and motivator
- Possesses knowledge and understanding of compliance issues around both events and volunteer support
- Proactive self-starter.

**Post: Volunteering Support -
Gardens
(People Support Officer)**

Contract Fixed Term, up to March
31st 2022.

Salary: £25k pro rata

Hours: 0.5 FTE – 17.5 hours pw.

Benefits:

- Workplace pension
- Laptop
- Mobile Phone (or financial contribution to contract)
- Flexible working
- 22 days holidays and 11 public holidays pro rata

Flexibility: working hours are flexible and by negotiation, including the use of home working. Attendance each Wednesday at Bannockburn House is expected.

This post is funded by the Scottish Government through its Investing in Communities Programme

Post Overview:

Volunteers and our Gardens are the heart of Bannockburn House Trust. Therefore, the person undertaking our volunteer support has a key role in providing the support that our garden volunteers need. Garden Volunteer support will include recruiting, supporting and retaining volunteers as well as organising garden work programmes. The role requires tact, diplomacy and the ability to help volunteers from all backgrounds develop themselves personally whilst also delivering the impacts that Bannockburn House Gardens need.

Key Relationships

- BHT garden volunteers
- Project Director
- Volunteer Support and Events Organisers
- Marketing contractor
- Trustees.

Key Responsibilities

Garden Volunteer Coordination Responsibilities

- Recruiting volunteers and trainees to work on the gardens
- Co-designing with volunteers a programme of gardening events for their personal development as well as BHT's organisational development
- Supervision and support of volunteers/trainees
- Planning the redevelopment of the gardens against the project targets

- Managing the physical redevelopment of the Gardens
- Working with the project director and Finance/Admin to order the equipment/resources required, within the prescribed budgets
- Working with the project director, project support manager and marketing officer to develop and ensure the delivery of the programme of learning on climate action behavioural change
- Ensure that vegetable, salad/herb, soft fruit and orchard fruit production is enabled and delivered
- Work with the Volunteer Coordinator and Operations group to ensure appropriate Health and Safety measures (incl. risk assessments) are in place, operational and that all gardens users have inductions
- Liaison with appropriate external agencies
- Compilation of statistics and returns to funders in conjunction with the project director and project support manager.

Person specification

- Relevant gardening, vegetable/food production experience
- Previous relevant experience in managing volunteers
- Previous experience in horticultural project management
- An understanding of the relationship between food and climate change
- An understanding of budget management
- Knowledge / understanding about community led projects and how these relate to delivering positive impacts in the local community
- Preferably good organisation, administration and IT skills
- Good oral and written communication skills
- Excellent team player and motivator
- Possesses knowledge and understanding of compliance issues relating to horticulture
- Proactive self-starter.

**Post: Events Manager
(Community Engagement Officer)**

Contract Fixed Term, up to March 31st 2022.

Salary: £25k pro rata

Hours: 0.5 FTE – 17.5 hours pw.

Benefits:

- Workplace pension
- Laptop
- Mobile Phone (or financial contribution to contract)
- Flexible working
- 22 days holidays and 11 public holidays pro rata

Flexibility: working hours are flexible and by negotiation, including the use of home working. Attendance each Wednesday at Bannockburn House is expected.

This post is funded by the Scottish Government through its Investing in Communities Programme

Post Overview:

People are the heart of Bannockburn House Trust and we want to engage as many as possible through an exciting events programme. The post holder will coordinate the design, develop and delivery of an events programme with the Bannockburn House volunteer teams. The post holder will help the volunteer events team ensure that adequate planning, finance, people and resources are in place for effective delivery.

Key Relationships

- Volunteer events team
- volunteer Support Officers
- Volunteers
- Project Director
- Marketing contractor
- Trustees.

Key Responsibilities - Events

Bannockburn House Trust aims to provide a pro-active programme of events which ensures that the local and wider community is fully engaged with Bannockburn House. We also wish our events programme to financially contribute to BHT. The Events element of the post includes:

- Working with our volunteer Events team to plan and deliver our programme of events
- Working with the project director and Finance/Admin to order the equipment/resources required, within the prescribed budgets
- Ensuring that the events programme is self-financing at worst, with an aim of each event being profitable
- Ensuring that all relevant volunteer groups within BHT have a stake in our events
- Resourcing the Events team to enable their successful delivery of each event
- Ensuring that each aspect of any event is compliant with appropriate legislation
- Liaising with relevant external agencies such as Stirling Council Events team, Historic Environment Scotland etc to integrate BHT into their events thinking
- Liaising with potential clients regarding BHT hire for their events
- Developing (in conjunction with Project Support Manager) and maintaining CRM database covering clients and suppliers and arranging opportunities for increasing client and supplier base.

Person specification

- Previous relevant experience in working with volunteers
- Previous experience in event programming and events start-to-completion organisation
- An understanding of project planning, budget management, costing and profitability
- Knowledge / understanding about community led projects and how these relate to delivering positive impacts in the local community
- A commitment to diversity and inclusion
- Good organisation, administration and IT skills
- Good oral and written communication skills
- Excellent team player and motivator
- Possesses knowledge and understanding of compliance issues around both events and volunteer support
- Proactive self-starter.

**Post: Operations Manager
(Maintenance)**

Contract Fixed Term, up to March 31st 2022.

Salary: £25k pro rata

Hours: 0.5 FTE – 17.5 hours pw.

Benefits:

- Workplace pension
- Laptop
- Mobile Phone (or financial contribution to contract)
- Flexible working
- 22 days holidays and 11 public holidays pro rata

Flexibility: working hours are flexible and by negotiation, including the use of home working. Attendance each Wednesday at Bannockburn House is expected.

This post is funded by the Scottish Government through its Investing in Communities Programme

Post Overview:

Bannockburn House is a Listed 17th century building with outbuildings and 26 acres of gardens and woodland. The building was poorly taken care of over the last 60 years before community acquisition leading to a state of some disrepair. Whilst now generally wind and watertight, significant maintenance work is required.

This post will work with the BHT volunteer Operations team to: deliver a planned maintenance programme of minor works; contribute to discussions regarding large scale maintenance/redevelopment programme; act as a key point of contact for liaising with architects and building contractors; working with the volunteer and events coordinators to ensure volunteer's skills are developed in conservation/building work.

Key Relationships

- Volunteer Operations team
- Architects, Conservation Architects and Building Contractors
- Volunteer and event organisers
- Project Director
- Trustees.

Key responsibilities

- Developing a programme of maintenance for the House
- Working with the volunteer Operations Group to deliver the minor elements of the maintenance programme
- Working with the volunteer team to deliver responses to reactive maintenance

- Overseeing Health & Safety relating to the House and its volunteers
- Coordinating volunteer Operations team input into planned development work e.g. new toilet block, renovation of staff flat etc
- Supervising volunteer involvement in minor building work e.g. sash & case window refurbishment, lime mortar wall restoration etc
- Working with the Events and Volunteer organisers to develop training programmes in basic construction techniques
- Contributing to procurement of building contractors/architects etc
- Acting as the point of contact with building contractors/architects etc
- Coordinating the Trust contribution to developing and delivering the overall conservation and redevelopment activities.

Personal Specification

- Previous background in maintenance on landed estates would be important
- A background/skill in one or more building trades would be beneficial
- A “generalist” experience in maintenance would be useful
- Experience in working with volunteers would be valuable
- An understanding/knowledge/experience in Health and Safety in construction/landed estates would be important
- An ability to be assertive with building contractors would be important
- Experience in working with volunteer teams would be useful.