



## Director of Business & Development

Job Title:	Director of Business & Development
Employer:	Taigh Chearsabhagh Trust
Location:	Lochmaddy, North Uist
Contract:	Full time 2 year interim post on a fixed term basis
Salary:	£ 35,000 pa
Hours of work:	35 hr per week
Reporting to:	Board of Directors Line Manager, Chair Person of Taigh Chearsabhagh Board

### About Taigh Chearsabhagh

Taigh Chearsabhagh Trust is a registered Scottish charity and company limited by guarantee located in Lochmaddy, the main port of entry to North Uist in the Outer Hebrides. Taigh Chearsabhagh Museum and Arts Centre, which opened in 1993, has gallery spaces, Museum exhibition space and archive room, a café, arts and craft shop and Post Office. These facilities provide a valuable social hub and amenities to our community and the many tourists who travel through the Western Isles.

Our activities include exhibitions, digital film projects, monthly film showings, poetry and music nights. We also have a wholly owned commercial entity, Uistfilm Ltd, which was established in June 2019 to enable the Trust to bid for film contracts which are not open to charitable organisations. And finally Taigh Chearsabhagh provides the studio space for Lews Castle College (UHI) NC Art and design and BA ( Hons) Fine Art staff and students who are based in Uist.

The sea and sky dominate in a western Atlantic environment that directly influences the cultural life of Taigh Chearsabhagh which itself is situated on the shoreline of a 'Special Area of Conservation. 'This unique sense of 'place' shapes who we are and what we do. All of our activities contribute to our overall vision which is "to celebrate, investigate, share and engage people with our cultural heritage, Gaelic language and artistic diversity of 'AN T-ÀITE AGAINNE', 'Our Place in the World".

Taigh Chearsabhagh's key objectives as an organisation are:

1. **Artistic and Heritage Excellence** - To commission, produce and present a challenging visual arts and heritage programme, with significant local importance and specialism in Gaelic culture, and to develop our international reputation
2. **People, Place and Access** - To support the wellbeing and development of our local community, culture, heritage and environment through opening access for people to the highest quality programming and activities
3. **Creativity and Talent** - To develop and support arts and creative practitioners to flourish and grow in a rich, research focused, learning environment
4. **Impact and Profile** - To achieve local, national and international profile for our organisation and the creativity and heritage of the Uists
5. **Sustainability and Resilience** - To deliver a confident, relevant, resilient and sustainable programme and business for the future

Our organisation receives regular funding from Creative Scotland and Comhairle nan Eilean Siar and operates with a number of important stakeholders including HIE- Highlands and Islands Enterprise, Lewis Castle College UHI, Comann Eachdraidh Uibhist a Tuath (CEUT - North Uist Historical Society) and the Uist Arts Association.

### **About this role - Director of Business & Development**

The Board of Taigh Chearsabhagh seeks to employ a Director of Business & Development with proven leadership skills who will be able to bring Taigh Chearsabhagh to a position of both financial and organisational sustainability by the end of their two- year interim period in post. The Director of Business & Development will also play a key role in supporting the volunteer board to redefine and deliver a clear future vision for the Trust.

This role would suit an ambitious individual and excellent people manager with proven business and management experience and insight into the arts and heritage sector, who seeks an exciting business challenge within an organisation which holds a unique geographical and cultural position within Uist.

**This is a full-time interim post for a 2 year fixed term period.**

### **Key Duties and Responsibilities**

- To develop a Sustainability Business Plan for Taigh Chearsabhagh, under the following 'Investment Readiness' criteria namely: Governance, Accountability to Stakeholders, Accountability to local community, financial control, financial planning, business planning, project management, HR management and staff engagement/involvement, marketing/PR, volunteer management, operations management, policies and procedures, compliance (e.g. health & safety, IT security, GDPR)
- To bring the commercial trading activities of TC Trust namely; Uistfilm Ltd, TC café , and TC shop, to a point of profitability whilst maintaining a high standard of quality and delivery in line with the overall ethos of Taigh Chearsabhagh. This will include the effective management of financial resources, including budget setting, setting objectives and performance targets, monitoring and future planning, whilst ensuring that all commercial trading activity continues to complement the objectives of the Trust and support the realisation of the Trust's vision within Uist.
- To support the Board with the development of a separate strategic vision for Arts and creative development within the organisation; this will be a key component of Taigh Chearsabhagh's bid for renewed RFO ( Regular Funded Organisations) with Creative Scotland, anticipated to begin in January 2021, and of any other future funding bids which form part of the Sustainability Business Plan.
- To lead on fundraising and funding applications across Taigh Chearsabhagh's activities and foster strong effective partnerships with Taigh Chearsabhagh's key stakeholders, funders and supporters (existing and developing).

- To safeguard and ensure Taigh Chearsabhagh’s fulfilment of its responsibilities to its funders (inc Creative Scotland, HIE, Comhairle nan Eilean Siar).
- In conjunction with the Board to implement the Board Governance Action Plan under the framework of the Scottish Governance Code for the Third Sector, which is to be developed with the assistance of Impact Hub Inverness.
- An important milestone for the post holder will be to ensure by the eighteen month point of the interim post that a sustainable and effective organisational structure for Taigh Chearsabhagh has been achieved, with adequate mechanisms in place for the line management of senior staff within TC, and for senior staff members to report to the Board.
- Until such time as the organisational structure is in place, the Director of Business & Development will have responsibility for HR staff matters including overall line management responsibility for all staff within TC and TC Trading (including Uistfilm Ltd,) and will report to the Board of Trustees.
- To demonstrate leadership including mentorship of Taigh Chearsabhagh’s staff and to lead the ongoing organisational development of Taigh Chearsabhagh, fostering a culture of service excellence and continuous improvement.
- To lead a culture of open communication, engagement and support with our stakeholder partners in Taigh Chearsabhagh.
- To support Taigh Chearsabhagh’s position in the wider economic and social wellbeing of North Uist and the Outer Hebrides and support the celebration of Gaelic Language and culture.
- To provide high level advocacy and representation of Taigh Chearsabhagh and direct external relations and public relations strategies to ensure Taigh Chearsabhagh’s profile is effectively managed and enhanced.
- Ensure that all duties and responsibilities are performed with adequate regard for Risk Management and in a safe manner so that no risk to health and safety arises to yourself, any employee or member of the public.
- To promote and comply with Equal Opportunities Policy/Legislation.
- To keep under review your own development needs and undertake training as identified and as appropriate and required for the effective performance of the duties of the post.

*This job description is not intended to be prescriptive or exhaustive; it is a framework to outline the main areas of responsibility / any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.*

### **Person Specification**

Senior Level management (people, finance, operational)	E
Demonstrable experience of business planning, organisational development, communications, market research and service excellence, specifically with experience of implementing organisational change	E
Commercial experience and awareness of attracting and managing funding/ budgets	E
Developed staff management and team working skills with a ready ability to provide clear leadership, inspiration and motivation	E
Specialist subject knowledge of the management of the creative, cultural and/ or heritage sector	D

An understanding of the key debates that are currently affecting these sectors	D
Specialist subject expertise for the leadership of a public facing arts and/or heritage organisation	D
An appreciation of the importance of Gaelic language and culture	E
Gaelic language (oral and written)	D
The ability to communicate with and command the respect and trust of stakeholders, the media, external organisations, colleagues, the Board of Trustees and all those with a personal interest in Taigh Chearsabhagh	E
Evidence of successful project management	D
University Degree or appropriate qualification	E
Health and Safety and Risk Management training	D
Awareness of Equal Opportunities / Employment legislation	E
Experience of working with a voluntary board	D

E = Essential  
D = Desirable

Contact details (email and telephone numbers) of two referees, one of whom should be a current or most recent employer (*only to be contacted in the event of candidate being shortlisted*).

Applicants are invited to review the job description and person specification carefully and submit a detailed letter of application, setting out the ways in which they meet the essential and desirable criteria in the person specification, and their Curriculum Vitae by post or email to:

Keith McIntyre  
Chair of Trustees  
Taigh Chearsabhagh Museum and Arts Centre  
Lochmaddy  
North Uist  
HS6 5AA

[keith.mcintyre@uhi.ac.uk](mailto:keith.mcintyre@uhi.ac.uk)

Should any applicant wish to ask any questions or discuss anything prior to submitting their application, please feel free to contact Keith McIntyre on 07775 727850 or call 01870 603970 or [keith.mcintyre@uhi.ac.uk](mailto:keith.mcintyre@uhi.ac.uk)

The deadline for applications is 31<sup>st</sup> January 2020.

