

Job Description

Part-Time National Organiser

Reporting line	Chairman of Manco/Trustees
Annual performance review period	January to December.
Performance review	November
Salary Review	January

1. Context

Scotland's Gardens (SG) is a national charity whose principal purpose is to facilitate the opening of gardens for charity. The charity is overseen by a Board of Trustees which has the ultimate responsibility for its conduct, key operating decisions and the distribution of monies to beneficiaries. A Management Committee (Manco) appointed by the Trustees, superintends the delegated Head Office (HO) management, and activities, of SG. The National Organiser (NO) oversees the day to day running of SG and reports into the Chairman of Manco.

2. Overview

The NO will oversee the running of SG, act as liaison between Manco and HO, facilitates the work of the (27) Districts and their volunteers, provide support as needed to Garden Owners and act as an Ambassador for SG for charities, sponsors, media contacts and other third parties.

3. Specific Roles

- A. The NO will coordinate the preparation of materials for strategic planning and budgetary processes.
- B. The NO will be responsible for monitoring the implementation of approved plans and budgets and provide Manco with regular reports on financial performance and other key indicators of success including funds distributed to charity, administrative cost control, the number of "Garden Day" events and revenues raised.
- C. The NO will ensure that District volunteers are supported in achieving successful local garden events including training, guidance, communications and the provision of materials.

- D. The NO will seek feedback from, and facilitate the exchange of ideas with volunteers and Garden Owners through regular communication opportunities including Regional meetings and conferences and develop ideas as appropriate.
- E. The NO will ensure that Garden Owners and their District volunteers, are supported to successfully open their gardens and to ensure that Garden Owners are informed, encouraged and engaged in the development and evolution of SG.
- F. The NO will oversee the implementation of marketing strategy and meeting strategic goals set by Manco, including the fostering of relationships with third parties such as media, sponsors, advertisers and other potential agents of promotion.
- G. The NO will be responsible for developing and fostering relationships with current and potential beneficiary charities.
- H. The NO will be responsible for the HO and its staff including annual performance and salary reviews, strategic use of information technology to support SG functions and to assist other members of staff and Manco in discharging their responsibilities especially at peak seasonal times.

4. FTE Salary Range

£25,000 to £35,000

5. Working Days

2.5 days per week; distributed as 2 or 3 days per week as best suited to workload requirements

6. FTE Holiday Entitlement

25 days + statutory holidays