

Scotland's Gardens Scheme Job Description

National Organiser

Reporting to: Chairman of Trustees

Performance Reviews: January

Salary Review: Spring

Salary Band: £30K to £35K

Days of Work: Full time

Location: Edinburgh, Scotland

Context

Scotland's Gardens Scheme (SGS) is a national charity, formed in 1931, whose purpose is to raise money for charity through enabling, encouraging and supporting garden openings in Scotland, whilst making the whole experience inspiring, rewarding and enjoyable for all involved. The Charity is overseen by a Board of Trustees and managed by the National Organiser (NO). Most of the gardens in the Scheme are privately owned with around 500 opening each year. Our garden openers are also supported by our District volunteers, of which we have about 190 spread across 23 regional districts.

Overview

The National Organiser will be accountable to the Trustees for the smooth running of the affairs of SGS and for the effective management of the functions of Head Office (HO), currently sited in Edinburgh. The (NO) will also be expected to contribute to the formulation of the organisation's strategic objectives in collaboration with the Trustees and to be responsible for their implementation. Key tasks include the organisation and provision of effective support for District Volunteers and Garden Openers; the raising of awareness of the beneficial impact of its fund raising; acting as an ambassador of SGS to charities, sponsors, media contacts and other third parties, and assuring financial control within budgets set by the Trustees.

Specific Roles

- To be responsible on a day to day basis for the HO and its staff [3] including annual performance and salary reviews; the strategic use of information technology to support SGS functions, and to assist other members of staff and the Trustees in discharging their responsibilities especially at peak seasonal times.
- To coordinate the preparation of materials for strategic planning and budgetary processes as well as annual income projections.

- To be responsible for implementing approved plans and budgets and to provide the Trustees with regular reports on financial performance and other key indicators of success.
- To ensure that District Volunteers and Garden Openers are supported in successful fund raising by way of local garden events with training, guidance, communications and the provision of materials.
- To ensure that Volunteers and Garden Owners are informed, encouraged and engaged in the development and evolution of SGS.
- To seek feedback from, and facilitate the exchange of ideas with Volunteers and Garden Owners through regular communication opportunities including Regional meetings and Conferences and to develop ideas as appropriate. To monitor (and improve as appropriate), our community's experience with our Charity to ensure that it is inspiring, rewarding and enjoyable.
- To oversee the implementation of marketing plans to raise awareness of SGS and the beneficial impact of its fund raising with a strong and visible marketing presence.
- To be responsible for developing and fostering partnerships with organisations, which are aligned with, and can support our vision, including beneficiaries, charities, partner organisations and our local community.
- To act as liaison to District Treasurers to provide support and to coordinate the timely and accurate financial reporting of garden openings.
- To see that policies, as identified or developed by the Board, are followed appropriately (for example GDPR)
- To exploit opportunities to strengthen the financial position of the charity through opening activity, sponsorship, legacies and funding opportunities.

SKILLS

- Proven experience in a similar management role, ideally in the charitable sector.
- Solid understanding and experience of volunteering, information technology, marketing and finance.
- Excellent organisational and problem solving skills.
- Outstanding communication skills, both written and oral.
- A high level of interpersonal skills and an ability to motivate and develop.
- Creativity and commercial awareness.
- A team player with a volunteer-oriented approach
- An ability to accommodate flexible working.