



St Andrews Botanic Garden Trust

www.standrewsbotanic.org
info@standrewsbotanic.org

Development Manager job description

Salary	£33-39,000
Hours	32/40 hours per week
Contract	Permanent
Location	St. Andrews
Responsible to	Executive Director
Line Manager for	Guest Experience Supervisor and Education and Outreach Officer

St Andrews Botanic Garden Trust wishes to appoint a capable, organised and effective person who is able to lead all outward-facing aspects of Trust's charitable work and commercial activities. This role covers the planning and delivery of charitable and commercial activities, with a particular focus on audience engagement through developing retail and event activities. As such, the Development Manager will be the Cost Centre Manager for a core section of the Trust's budget, responsible for leading the Guest Experience and Education teams and the development of new commercial opportunities for the Trust.

The Trust is committed to developing and supporting a vibrant and work environment and as part of this will consider a range of options to enable post holders to perform this role in a flexible way. Although this is envisioned as a full time, 40 hour per week role, part-time and home working will be considered.

Personal attributes

The post holder will:

- Be required to work under the direction of the Executive Director and alongside the Curator, within a developing and changing environment where limited clear precedent exists. Successful applicants will thrive in this context, seeing it as an opportunity to achieve significant impact and introduce procedures appropriate to a small team.
- Be resilient and adaptable, able to thrive in a fast-changing working environment, flexible with regards to roles as growth occurs, and able to be creative to find and implement solutions to new challenges and opportunities.
- Have excellent communication (oral and written) skills and an ability to work as part of a team and with people at all levels.
- Have administrative and budget management experience, a successful track record of developing and delivering corporate partnerships, experience of leading teams, external communication and running activities.
- Be able to prioritise effectively, organise meticulously and provide a friendly and positive welcome to visitors. They will have a high level of computer literacy and technological awareness together with a methodical approach to work.
- Understand the importance of confidentiality regarding internal Trust activity and HR matters.

Key responsibilities

The post holder shall:

- Manage the visitor-facing and commercial operations of the Trust, setting the strategy for these activities in coordination with the Curator and under the line management of the Executive Director.
- Implement the strategy through the management of the Trust's Guest Experience and Education teams, and consultants where necessary.
- Have a deep understanding of the Trust's mission and charitable activities, and the importance of commercial activities in supporting these.
- Deliver key targets, ensuring that:
 - a. Commercial targets are met and grow annually.
 - b. New corporate partnerships are established.
 - c. Visitors and audiences receive high quality experiences.
 - d. Staff are supported and safeguarded, and develop professionally.
 - e. The Garden's events and activities maintain exceptional standards.
 - f. Our wider profile and reputation reflects the ambitious standards set out in the Business Plan.
- Manage the Development budget (c. £250,000) to ensure that sufficient resources are generated, allocated and deployed effectively.
- Alongside the Curator, deputise for the Executive Director on occasion.
- Manage outsourced operations such as the food and drink concession and delivery of events.
- Identify new opportunities in line with the Business Plan, enhancing access to audiences and developing innovative ways for the Trust to deliver charitable and commercial activities.
- Contribute to long-term planning for the Trust, working with the Director and Curator to set annual budgets.
- As part of the senior management team, attend fortnightly meetings to review and plan activities. As a senior manager, hold weekly team meetings to coordinate activity.
- Have an overview of visitor and education services, identifying opportunities to address issues proactively.
- Maintain routine Health and Safety and other records.
- Use Microsoft Office for development of clear documentation for all aspects of Garden business, promotional support, information and development of standard signage, forms and formats.
- Take annual leave to align with visitor patterns and in discussion with the Guest Experience line manager.

SABG is committed to attracting and developing the expertise and careers of exceptional individuals at all levels as part of its core mission and values. You can expect to work with other motivated and qualified colleagues and you will receive a professional development budget.

If you require any further information at this stage or would like to discuss this post then please contact Harry Watkins at jobs@standrewsbotanic.org.

No agencies please.

Background information about the Garden

St Andrews Botanic Garden was founded in 1889 and has developed on its present site since 1960. It is a beautiful and inspirational garden in the heart of St Andrews. The impressively landscaped 18-acre garden provides a haven within mature trees and shrubs, herbaceous borders, glasshouses and ponds.

St Andrews Botanic Garden (SABG) holds an exceptional, diverse and documented botanical collection in 18 beautiful acres, including half an acre of glasshouses. Located in the centre of the iconic town of St Andrews, it benefits from its links to this UK top 5 University and the global tourist interest in St Andrews.

You would be joining SABG at an exciting time in its history as it refocuses on making its gardens, plants and expertise relevant and accessible to a wider audience. SABG has recently gone through a transition to become an independent charitable trust and is in a challenging time of growth and development.

Activities and events bring to life the scientific interest and botanical diversity of the Garden. Family activity trails, champion trees, play areas and informal activity provision ensure families are especially well provided for.

We believe passionately in the ability of gardens to change lives for the better. We want our Garden to be full of life, at the heart of our community and reaching out to difficult and under-served audiences through our public programming, educational activities and day-to-day operation.

Objectives

The Trust's primary objectives are:

- To welcome and encourage members of the public of all ages to visit the Garden for enjoyment and education about plants, their biology, and cultivation;
- To advance the education and awareness of the public, particularly children, in biodiversity, horticulture, botany and the environment through the provision of classes, workshops, short courses, out-reach programmes, publications, participation opportunities and other media promotion;
- To maintain, display and develop significant collections of named living plants and related objects available to all for reference and study;
- To provide an academic and scientific resource; and
- To contribute to botanical networks and research initiatives on plants, their environment, biodiversity and conservation, with particular reference to native flora of Scotland and the specialist living collections of the Garden.

Our values

- Beautiful gardens and natural environments are fundamentally important to the mental and physical wellbeing of all people.
- We live better, healthier and more satisfying lives when we can create, care for and enjoy gardens.
- The future of life on earth depends on the degree to which humans understand, value and protect plants and the habitats on which they depend.

How to apply

The Person Specification (at the end of this document) provides details of the essential and desirable requirements for the post. You should use it as a guide and provide evidence that shows how you meet, as a minimum, the essential requirements for the post. You are asked in your written application to provide information about how you meet the requirements of Sections 1, 2 and 3 of the Person Specification. If invited to interview the Panel will ask questions about the information you have provided as well as questions to enable you to demonstrate how you meet the requirements of Sections 4 and 5.

Please submit a **Career History of no more than two sides of A4** that gives brief details of your education (Section 1) and also details of all posts you have to demonstrate how you have gained the experience (Section 2) required for the post.

Please also submit a **Supporting Statement of no more than one side of A4** to provide evidence that you have the abilities and skills (Section 3) required for the post. In addition, within your statement please explain briefly what attracts you to both this post and organisation.

Please also give the **names and addresses of two referees** who we might contact if required. One of the referees must be your current or most recent employer. Please indicate on your application whether it would be possible for us to collect references in advance of any interview. We will only contact the referees with your prior agreement.

So that we may contact you about your application please include within your application **your contact details** – full name, address (for any correspondence), telephone numbers (day time and evening) and email address (if you have one).

Submitting your application

Applications should be returned by email to jobs@standrewsbotanic.org or by post for the attention of Harry Watkins, St Andrews Botanic Garden, Canongate, St Andrews KY16 8RT by **5pm on Friday 6th August 2021**. Applications received by email will be acknowledged on receipt by email. There will be no need to send a hard copy as you will be asked to sign your application if invited to interview.

Shortlisting process and interviews

Applications will be shortlisted and candidates who appear to best meet the requirements from the information given will be invited to interview. Interviews will take place on **12th and 13th August 2021** via MS Teams or Zoom.

Information for applicants with disabilities

Please contact us in good time if there is any assistance you require.

Person specification

	Essential	Desirable
<u>Section 1 - Qualifications:</u>		
High standard of general education	√	
Business Management training		√
<u>Section 2 - Experience:</u>		
Experience in a leadership role	√	
Experience of project planning and management, including budgets	√	
Experience of generating income and developing opportunities	√	
Experience of balancing commercial objectives with charitable goals		√
Experience of working with visitors and volunteers	√	
<u>Section 3 - Abilities and Skills:</u>		
Excellent verbal and written communication skills, with confidence to engage with a wide range of individuals and organisations	√	
Advanced administrative and office skills	√	
Highly productive and adaptive in delivering work output	√	
Skills in negotiation and management		√
An ability to implement new technologies and systems	√	
A high level of attention to detail in all work	√	
<u>Section 4 - Knowledge and Understanding:</u>		
Knowledge of administrative systems and Microsoft Office	√	
Knowledge of the charitable and/or academic sectors		√
Understanding of the participatory, conservation, education and social importance of Botanic Gardens.		√
<u>Section 5 - Personal Qualities:</u>		
Ability to solve problems creatively and fairly	√	
Flexible approach to working hours	√	
High standard of personal and professional integrity.	√	
Commitment to the objectives and values of the Garden.	√	
Commitment to personal responsibility and leadership	√	
Commitment to collaborative team based working	√	