

# The MacDougall of Dunollie Preservation Trust



## Projects Manager | Job Description

**32 Hours/week | Fixed Term Maternity Cover (9-12 months) |  
Salary £27,968 - £30,635 (£31,464 – £34,464 pro rata)**

## The MacDougall of Dunollie Preservation Trust

The MacDougall of Dunollie Preservation Trust (DPT) was set up in 1998 in order to provide specific charitable benefits. The Trust's charitable purposes are to advance the heritage of the historic castles and property historically belonging to the family of the MacDougalls of Dunollie, Oban, Argyll, hereditary chiefs of the Clan MacDougall, and to preserve and retain in Scotland the artefacts, paintings and others also historically belonging to the MacDougalls of Dunollie, and to advance education through public display and interpretation of these historic assets.

These charitable purposes are delivered in the main, via Dunollie Museum Castle & Grounds. [www.dunollie.org](http://www.dunollie.org)

## The Role

The post holder will work alongside the Dunollie Leadership Team to support the continued growth of the charitable organisation, with responsibility for managing development projects and maintaining fundraising activity.

Working closely alongside the Trustees, Operations Manager and Office Manager, the successful candidate will support the team in realising the overall vision and charitable objectives for Dunollie Museum, Castle and Grounds, including sensitive management of the balance heritage priorities and community engagement alongside the commercial business.

The role is offered as fixed term maternity cover for Dunollie's General Manager.

## Responsibilities

- Project management and monitoring of all grant funded activity to ensure planned activities are progressed, and that evaluation targets and expenditure are properly undertaken, recorded and communicated to funders.
- Responsibility for maintaining the fundraising plan for Dunollie, and applying for grant funds to support project activity, if applicable.
- Maximise on opportunities to grow individual and legacy giving to support the organisations goals and objectives.



- Managing and supporting direct reports, including the Office Manager, Heritage Engagement Coordinator, Marketing and Communications Coordinator and the Sophy & White Collections Unboxed Team to:
  - Work with the Office Manager on financial projections, budgets and providing and interpreting financial information, and advising the trustees accordingly.
  - Support the organisations marketing and ensure that GDPR and stakeholder and partnership engagement are properly managed.
  - Support the Dunollie Links community engagement programme delivering heritage focussed social benefits.
  - Work with the Heritage Team (including the Sophy & White Collections Unboxed Team) to plan, fund and coordinate new relevant, innovative high quality heritage experiences.
- Work alongside Dunollie's Operations Manager to ensure any project and fundraising activity support the sustainable growth of the Dunollie Museum Castle & Grounds commercial business.
- Participate in the operational rota for opening the site to public during the season, including duty management of the site and front of house team.

## Person Specification

### Essential

- Candidates should demonstrate experience of working in the third sector and a broad understanding of social enterprise development.
- Experience of fundraising, business planning and income generation in a charitable environment.
- Highly organised with good written and verbal communication skills and IT proficient (Word, Excel and MS Project) and a good team player.
- Line management experience, including effectively coordinating work plans, targets and budgets.
- A good understanding of figures and it would be an advantage to have a grasp of financial systems.
- Familiar with the principles of project evaluation, the importance of gathering, referencing and information reporting.

### Desirable

- Up to date with current statutory legislation, regulations, and procedures for public visitor sites.
- An understanding of museums and an interest in the heritage sector would be desirable.

Training will be provided for all aspects of this post and there will be a six-month probationary period.

