

Job Description



Job Title	-	Chief Executive – Dundee Heritage Trust
Date	-	October 2018
Responsible to	-	The Trustees of Dundee Heritage Trust

Job Overview

Dundee Heritage Trust and its' operating company Dundee Industrial Heritage Limited are registered charities formed in 1985 to preserve and interpret Dundee's industrial past.

The Chief Executive is responsible for providing day-to-day leadership of the organisation, working closely with the Executive Management Team to successfully run its two leading visitor attractions – Discovery Point and Verdant Works – and various key programmes from preservation to education.

The role requires an inspiring and experienced individual who can act as an ambassador for the brand, deliver on the organisations' vision for the future, and maximise all revenue and funding streams.

Key responsibilities

- In conjunction with the Trustees and with the support of the Executive Management Team, deliver a three-year vision and strategy which achieves a level of commercial growth consistent with the increasing profile and footfall anticipated on the back of V&A Dundee, the Tay Cities Deal and other related city developments.
- Responsible for the revenue/profit performance of the Trust, providing both commercial and people leadership required to achieve this.
- Raising the profile of the company and its brands and growing its audiences, as well as maximising existing and identifying new sales/ fund raising streams.
- Presenting plans for Trustee approval and reporting on progress against these plans.
- Recognised internally and externally as an Ambassador for the Trust – government, relevant agencies, media as well as local / national industry partners.
- Leading and supporting a valued, engaged and developed workforce which is intrinsically involved in delivering all aspects of the above.

Qualifications, skills, knowledge and experience

- Minimum of three successful years in a leadership position in the visitor attractions/heritage/museums sectors.
- Understanding of relevant legal, statutory and regulatory obligations including obligation in relation to charities regulations.
- Wide ranging knowledge of the industry.
- Sound knowledge of financial management and ability to monitor and respond proactively to key performance indicators.
- Dynamic leadership skills.
- Experience of working with the press, TV and digital media.
- Excellent marketing /promotional and presentation skill to support the position's ambassadorial role.
- Experience of delivering large-scale projects to expected timescale and budget.

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