



## **ROYAL HIGH SCHOOL PRESERVATION TRUST-- OPERATIONS MANAGER**

**Line Management** – Executive Director

**Location** – Hybrid: Edinburgh City Centre/Home-working

**Contract** - Fixed term contract for 23 months, potential for extension/transition into a full time, permanent venue role

**Salary** - £40,000 - £45,000 – depending on experience.

### **The Project**

The Royal High School Preservation Trust (RHSPT) was established in 2015 to preserve and redevelop the former Royal High School building, located at the seat of Calton Hill, in Edinburgh. This role is truly a unique opportunity to shape and be part of establishing a new cultural institution and of preserving and bringing life to an exceptional heritage asset.

By 2016, our proposals to create a National Centre for Music (the NCM) in the Royal High School building received enthusiastic and robust support from significant heritage, city planning and education partners – including Historic Environment Scotland, Edinburgh World Heritage, the Cockburn Association, the Architectural Heritage Society of Scotland, the New Town and Broughton Community Council, and the Edinburgh Urban Design Panel, as well as over 3,000 members of the public. The restoration project took a major step forward in March 2023 with the formal commencement of a formal 125-year Lease granted by the City of Edinburgh Council. The Lease enabled the RHSPT finally to take possession and to begin the process of creating a sustainable long-term future for the A-listed historic site. In Spring 2024, revised plans will be submitted to Edinburgh City Council for final approval.

The NCM will be located at the A-Listed former Royal High School building, on Calton Hill, Edinburgh. The concept for the NCM is one that has begun to develop in line with RHSPT's requirement for a cultural use for the building. The project will see the iconic Thomas Hamilton building coming back into public use. The Trust has secured £45 million towards the capital project from Dunard Fund. In turn, RHSPT will grant a sub-lease to the NCM so that the NCM will be responsible for managing the building.

### **The Role**

This new role will therefore be responsible for setting up and planning RHSPT's operational needs, along with planning and implementation of its administrative functions. This is therefore an exciting time to join us, and we are looking for dedicated, organised, and committed individual to help us to deliver this exciting redevelopment project. The tasks detailed below summarise the role.

- To ensure the smooth running of RHSPT and to support the Board and Executive Team to deliver the redevelopment project.
- To establish and maintain all relevant management, monitoring, administrative and infrastructural arrangements for RHSPT to achieve its objectives.
- To assist the Executive Director with the management and running of the project, particularly in relation to RHSPT's role.
- To help with the effective management of the project including establishing and managing project management tools and databases.

- To provide a detailed assessment of future operating costs and earning potential.
- To support the Executive Director and the Board with the meeting and coordinating RHSPT's charitable and legal requirements.
- To be responsible with the Executive Director in supporting the effective governance including record keeping, minutes and legal requirements.

### **Financial**

- To develop and maintain efficient processes for invoice processing, payroll, procurement and expenses
- To maintain and provide a monthly update report on project costs.
- To maintain and provide a monthly update report on Organisational Client Director costs.
- To manage and deliver the monthly standard accounting reports.
- To provide corresponding supporting reports to the Executive Director, relevant Committees and the Board as required.

### **Technology and Information**

- To design policies and implement technology solutions and architecture to improve the operational systems, processes in support of the Charity's strategy
- To manage the Charity data as the Data Protection Officer
- Oversee the day-to-day management of IT infrastructure and use including relationship with contracted IT supplier and helpdesk

### **Policies & Procedures including Health & Safety**

- To maintain and ensure observance of all Policies and procedures.
- To ensure that all Policies & procedures are up to date, as agreed by the Board.
- To liaise with RHSPT's solicitors and to identify any changes in the legal, operational, and organisational requirements and to recommend any implications for RHSPT.
- To set up an HR system for RHSPT's staff members encompassing all areas including employment law, leave etc. and to ensure that it is fit for purpose.

### **Other**

- To be responsible for managing any staff members, consultants and/or external contractors within the Operations Manager remit.
- To work with the wider RHSPT/NCM team to deliver the project on budget and within agreed timescales.

As we are a small team, it is important that a flexible attitude is brought to the role to help deliver this exciting project. Key Relationships will include the Executive Director, Development Director, and wider staff team, as well as with the Chair and Trustees of the Board.

## **Person Specification**

### **Experience**

- Experience of having worked in management roles in an organisation, preferably in the third/charitable sector.
- Reviewing, implementing and managing organisational and operational requirements.
- Undertaking Financial and budget management.
- Knowledge of information systems, financial systems and data protection

### **Skills and Personal Attributes**

- Excellent organisational skills, with the ability to manage multiple priorities and to work effectively under pressure.
- Ability to work independently, and both proactively and reactively to solve problems in a timely and thorough manner.
- Ability to work as part of a small team and to take a flexible approach to support the project's aims and objectives.
- Ability to operate strategically, including setting and achieving project milestones.
- Excellent interpersonal and stakeholder engagement skills.
- Advanced skills in both written and oral communication and presentation.
- Good computer literacy skills, including Microsoft Office.
- Understanding and commitment to equality, diversity, and inclusion.
- An interest in the former Royal High School project, and heritage projects generally.

### **Equality, Diversity & Inclusion**

We encourage applicants from all backgrounds, and welcome applications from those facing barriers to employment, people living with a disability, people from an ethnic minority background and those who identify as LGBTQI+.

### **Application Process**

To apply please send a CV and Covering Letter of no more than two sides of A4 outlining your suitability for the role, to [info@rhspt.org](mailto:info@rhspt.org) with the job title as the subject heading.

### **Closing Date**

Sunday 25<sup>th</sup> of February 2024 at midnight.

Further information can be found on our website [www.rhspt.org](http://www.rhspt.org)