

The Enchanted Forest Community Trust Job Description

Job Title:	Executive Director
Reports to:	Chair of the Board
Direct Reports:	Creative Lead (Event Designers), Producer, Project Manager, Head of Marketing and PR (agency lead)
Oversees:	Finance, HR and Admin functions
Contract type:	Fixed term 3-5 years. Average 3 days a week; full time Oct & Nov.
Salary:	£55k - £60k pa pro rata

Job Purpose

- To work closely with the Chair and Board of Trustees to ensure that EFCT delivers on its artistic, charitable and commercial objectives
- To commission the artistic vision and annual creative concept for approval by Board of Trustees
- To lead the strategic development of EFCT
- To run the organisation, ensuring the effective delivery of the Event and overseeing the grant-giving programme
- To implement and manage appropriate administrative, financial, production, contractual, marketing, fundraising and compliance structures and processes for EFCT
- To assist in building relationships between EFCT and surrounding community

Responsibilities

- Develop and implement the business plan for the organisation, reviewing, updating and renewing when appropriate
- Establish the aims, objectives and budget for the annual event in consultation with the Board of Trustees
- Work with the Creative lead and creative team to establish, develop and deliver the creative concept for the annual event
- Lead the senior management team, ensuring regular planning and operations meetings with production management, project management, creative team, event management and marketing and communications
- Ensure effective and collaborative team working with a wide range of freelance contractors and staff across the organisation

- Ensure effective and transparent administration of the grant giving activities of the EFCT
- Prepare budgets for approval by the Board of Trustees
- Ensure effective monitoring of annual income and expenditure budgets
- Responsible for stakeholder management and for identifying and overseeing funding and fundraising opportunities
- Develop education and community engagement activities of the EFCT
- Ensure appropriate processes are in place for recruitment, contracting and management of all contractors and staff
- Oversee the legal and financial affairs of the Company and liaise with the company's auditors, bankers, legal and financial advisors to comply with statutory requirements and to achieve best practice in charity and company administration
- Support, administer and advise the Trustee Board, including preparing agenda and papers for Board meetings and ensuring minutes are taken
- Act and speak on behalf of EFCT, including with the media
- Represent EFCT at functions and events within and outwith Scotland

Previous Experience

Essential

- Significant senior experience in the staging and management of events or festivals
- Experience in managing and running a charity or events organisation
- Experience of leading and managing a team of freelance creative and technical contractors
- Experience of business development and financial management at a high level of competency

Desirable

- Experience in staging outdoor events
- Experience of working in tourism or destination development

Knowledge and Skills

- Strong leadership and management experience with good interpersonal skills and ability to manage and motivate contractors and staff
- Sound judgement in identifying and developing a creative concept which will maintain the reputation of the Event while at the same time attracting the largest possible audience and delivering a commercial outcome
- Financial literacy at a significant level, especially in the management of a charity or events organisation
- Entrepreneurial flair and focus with the ability to recognise and exploit commercial opportunities
- Knowledge of developing and growing charitable income from a variety of sources: grants, trusts and foundations, sponsorship, individuals and commercial sector
- Wide ranging contacts in the events, tourism and public sector in Scotland
- Experience in working collaboratively to form effective partnerships
- Knowledge of not for profit governance and ability to work successfully with the Chair and Board
- Clean driving licence