

Job Title

Executive Director

Salary

£55k - £60k pa pro rata

Location

Pitlochry, Highland Perthshire

Introduction

The Enchanted Forest is Scotland's award-winning, community run, premier sound and light experience based in Highland Perthshire. The event is run by The Enchanted Forest Community Trust and runs throughout October every year, attracting over 80,000 visitors during that time.

Now, as it prepares to enter its 20th year, The Enchanted Forest Community Trust have an exciting opportunity for an experienced Executive Director to join our small, dedicated team.

The objectives

To lead the organisation through a period of restructure and the development of a 3-5 year strategic plan to assist in the continuation of the EFCT event to the highest standards whilst increasing EFCT's profile and realising their strategic vision inclusive of assisting the Trust in their responsibility for the effective financial, legal and moral governance of the organisation.

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 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 Board of Trustees 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

Requirements

- 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
- Knowledge of developing and growing charitable income from a variety of sources: grants, trusts and foundations, sponsorship, individuals and commercial sector
- Experience in working collaboratively to form effective partnerships
- Clean driving license
- 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
- Strong leadership and management experience
- Proven track record of strategic development
- Passionate about community
- Strong business acumen

For further information and to obtain a copy of our application pack, please email our Recruitment Team at hrstaffing@enchantedforest.org.uk

Please Note: This is a self-employed position however that is open to negotiation

