



Appointment of Executive Administrator

Introduction

The Trustees would like to appoint, on a consultancy basis, a part time Executive Administrator to succeed the present one who is retiring. The new Executive Administrator will take up post, after a full handover, in late March or early April 2021 on a date to be agreed. The present Executive Administrator will remain available for some time to provide advice, if required.

Background

The Trust traces its origins to an endowment from Dr T B Macaulay in 1930 to establish the Macaulay Institute for Soil Research. The Trust was created as an independent charity in 1994, and now operates under a supplementary deed registered in 2011, and is regulated by the Office of the Scottish Charity Regulator.

The Trust supports excellent research into the sustainable use of land and natural resources, for the benefit of people, their communities, and the environment. Its assets include a small investment property portfolio which is located on the Aberdeen campus of the James Hutton Institute and financial investments which are managed according to environmental, social and governance criteria. These generate funds which are distributed in grants for excellent scientific research to progress T B Macaulay's vision and address contemporary and future challenges in the field of rural land use, particularly in Scotland. In addition, the Trust sponsors the annual Macaulay Lecture, usually held at Dynamic Earth in Edinburgh, which is delivered by a world renowned expert and has become a highlight of the economics, natural and social science calendar in Scotland.

The Trust works very closely with the James Hutton Institute who are a major recipient of grants and organise the Macaulay lecture. In addition, the institute provides the Trust with property management, IT, and other services under contract.

There is further information about the Trust on its website; <https://www.macaulaydevelopmenttrust.org>.

The Role

The Executive Administrator is the principal point of contact for most Trust business and they will be provided with a dedicated email account. The hours required vary considerably and may be between 25 and 50 hours a month, depending on the workload; the period April to September tends to be quieter than the rest of the year. There is no Trust office, and the Executive Administrator is expected to include office services and incidental consumables in their hourly rate. The remuneration will be agreed in discussion with the successful applicant and is likely to be between £35 - £50 per hour depending on experience while expenses (such as any bulk printing, postage and travel and subsistence) will be reimbursed at cost. They will be paid monthly in arrears on receipt of an invoice.

The Executive Administrator is responsible for the management of Trustees meetings, liaison with Trustees, professional advisors, the James Hutton Institute, and grants administration. Their key duties include

- Drafting agendas and minutes and making the practical arrangements for Trustees and associated committee meetings (Finance and General Purposes and Audit) which are held every four months
- Servicing the Grant committee which meets twice a year in the autumn
- Advising the Trustees on governance matters such as when Trustees are due to be reappointed or retire by rotation
- Liaison, as required, with Trustees
- Liaison, as required, with solicitors, property letting agents, investment advisors and auditors
- Liaison with the James Hutton Institute, as required, regarding the provision of contract services
- Liaison with the bookkeeper, including approval of invoices and drafting the budget
- Liaison with the bookkeeper and the auditor about the annual audit
- Oversee the management of the Trusts (small) property portfolio
- Grants administration
- Draft/revise policy, procedural and other documents
- Liaison with James Hutton Institute regarding the Macaulay lecture
- Manage and/or oversee the management of the website
- Other duties, as required

Essential criteria

- Empathy with the aims and objectives of the Trust; the Executive Administrator is not expected to be an expert in the subjects of the grants themselves.
- Ability to work largely independently and on own initiative with the ability to judge when to make decisions, and when it is necessary to refer to the Chair or other Trustees.
- Ability to produce draft agendas, minutes and other documents to a professional standard
- Experience of working with and managing professional advisors
- Ability to work to deadlines
- Articulate and able to communicate well in person, by email and telephone with all
- Work flexibly

Desirable criteria

- A knowledge of the Scottish charity sector
- An understanding of charity governance
- A familiarity with the Aberdeen and the north east of Scotland
- Experience of grants administration
- Experience of property management
- Technical knowledge to manage the Trust's website

Application process

To apply, please submit a CV and short (2 sides A4 maximum) covering letter to the current Executive Administrator Paul Timms, by email to paul@macaulaydevelopmenttrust.org by 09:00 on 1st February 2021. All applications will be reviewed by a sub-group of Trustees and short-listed candidates will be interviewed on either 11th or 12th February 2021.

Dated 8th January 2021