

# ELVASTON CASTLE AND GARDENS TRUST

## VACANCY – BUSINESS DEVELOPMENT OFFICER



### **The Trust**

The Elvaston Castle and Gardens Trust (ECGT) is an independent charity formed with the agreed aim of managing the Elvaston estate through a long-term lease with Derbyshire County Council (DCC). Freehold of the Estate will be retained by DCC, however, once the sustainability plans and funding have been finalised and approved, the Trust (ECGT) will take over all aspects of managing the estate from DCC.

The Trust has been working with DCC since 2017 primarily collaborating on the development of the Masterplan and developing the financial and operational models for the long-term sustainability and viability of the estate. From this work, potential funding for the first phase of development has been endorsed and planning applications and agreements are being developed.

We are therefore at a really crucial stage of the plan, and we now have a really exciting vacancy for a Business Development Officer (BDO) to join us to help us on the next stage of the journey.

### **The Post**

The BDO post, which will be based at Elvaston, is a key role in the development of ECGT from a planning group to a trading company fully capable of managing all aspects of the Elvaston Estate. The fundamental role is to help identify, assess, plan, and deliver strategies that will contribute to producing a fully sustainable Trust that can operate without long-term financial support from public finances.

To achieve this the BDO will develop close working relationships with key delivery partners, including DCC and major funders, as well as with the Trustees, who are the directors of the Trust. The addition of the BDO will strengthen that team and add significantly to the business development resource.

The post, which is a fixed term, part-time post, will clearly suit someone who has a strong skill set in project and business management and ideally with experience in funding applications. It may equally interest someone with an appropriate consultancy background.

The role is on a part-time fixed term contract (initially for 6 months but high probability of extension) for 12-15 hours per week, with potential for remote working, with a high degree of flexibility to suit – hours can be spread across the week or condensed. Equally, flexibility may also mean business needs dictating being on site for specific visits or meetings and occasional weekend working. There will be a need for on-site meetings and therefore it is expected that candidates are within comfortable travelling distance.

## **The Key Deliverables of the Post**

- Support development / ensure delivery of the plan for the transition of Elvaston to the Trust
- Research and development of policies and documentation necessary to support the handover from DCC
- Work with Trustees on the identification of funding sources and, where agreed, support/produce funding applications.
- Work with the Treasurer to set up financial processes.
- Represent ECGT on site at Elvaston and liaise with the DCC Project Manager.
- Identify opportunities to develop the Trust profile using both existing and new tools.
- Develop and deliver commercial projects, such as pop-up markets and specialist fairs.
- Operate existing sales processes and identify/develop other products
- Support the management of the volunteer scheme
- Work with Trustees on the development of a membership scheme.

## **The Key Attributes**

The successful applicant will need to possess the skills and gravitas to work collaboratively and efficiently with all stakeholders, including DCC, Trustees, potential funding partners and operating partners, and many others. These will include:

- Exceptional communication skills
- Self-motivated and confident, representing the Trust as required, liaising, and building relationships with a wide range of partners / suppliers / users.
- Ability to identify, plan and deliver agreed programmes often working to tight deadlines
- Ability to both deliver short term assigned projects and contribute to larger projects as a team member.
- Ability to undertake research, analyse data, draft recommendations/reports to cogently advise Trustees
- Ability to achieve the strategic objectives of the Trust through effective prioritising, organising and problem solving, regularly working on several projects simultaneously
- Ability to grasp a sound understanding of a complex visitor attraction and hence provide interpretation, advice, and recommendations as appropriate
- Ability to contribute to research for funding sources and to support funding bid preparation

## **The Rewards**

- The opportunity to help deliver a significant project that will deliver a sustainable future for a beautiful and much-loved public country park and estate.
- The pay will be agreed at an hourly rate but will be attractive to the right applicant depending on experience.

## **How to Apply**

If you feel you have the requisite skills and are looking for a really exciting and worthwhile challenge, well supported by a committed team, we would love to hear from you. Please write or email with full cv and covering letter outlining your strengths and why you are interested, together with salary expectations and work availability, to: Chair of Trustees, Elvaston Castle and Gardens Trust, c/o The Rangers Office, Elvaston Castle Country Park, Borrowash road, Derby, DE72 3EP

Or email: [Trustees@elvastoncastle.org](mailto:Trustees@elvastoncastle.org)