

## David Livingstone Centre



### Role Description

- Job Title:** Administration and Fundraising Support Officer
- Location:** Initially Rutherglen and then potential to be located at the Centre in Blantyre
- Reporting to:** Learning Manager / Centre Manager
- Application Deadline:** 25<sup>TH</sup> June 2018
- Salary:** £15,000 per annum (pro-rata)
- Timescale:** One-year contract – possibility of extension

### Background

During 2017, the David Livingstone Trust (DLT) took over the management of the Centre from the National Trust for Scotland who had managed and operated the site for some 17 years. DLT is therefore in the process of establishing a small management team to lead the Centre into an exciting future which includes 'The Birthplace Project' – an ambitious £6.3m refurbishment of the historic buildings, redesign of the exhibition and conservation of key pieces of its 3,000-piece Collection. The Project is being funded by the Heritage Lottery Fund, the Scottish Government and Historic Environment Scotland. The building works commence in June 2018 and there is now a need for an Administration and Fundraising Support Officer to assist the Trust with the organisation of its activities.

### Job Purpose

To support the David Livingstone Trust with the establishment and implementation of administrative procedures to enable the on-going management and operations of the David Livingstone Centre. Further, the role will be responsible for managing and organising the Trust's fundraising activities. The ideal candidate will have a hands-on attitude, managing and delivering all aspects through to conclusion. Accountabilities include administrative management, minute taking, and the undertaking of a range of supporting activities to help organise and manage the Trustees and the Birthplace Project team. This will include establishing and managing the processes that will help support the Trust's Fundraising and Development Committee. The post will be offered on a Freelance Consultancy basis and is likely to be required on a 3 day a week basis, but flexibility on this would be required from both the Trust and the appointed consultant. More detailed descriptions of DLT, the Centre and the Birthplace Project are provided in the Appendix.

## **Key Responsibilities**

- To build the administrative systems, then deliver the day to day administrative activities and operations thereby ensuring that we are an effectively run organisation.
- To work with the DLT Fundraising Committee to help deliver a successful fundraising campaign which supports the aims and objectives of the Trust.
- To arrange dates, send out agendas and prepare minutes for DLT meetings as required
- To identify, scope and implement appropriate administrative procedures
- Support with the setting up of and management of financial management documentation
- To support the management of IT systems for the Trust
- Establish a fundraising and sponsorship database that gives an overview of potential fundraising and sponsorship sources and follow due diligence in ensuring the database is kept up to date
- Support the DLT Executive Committee and management team in establishing fundraising targets.
- Manage project specific administration including helping to prepare funding reports, and other administrative processes
- Undertaking any other related tasks required to fulfil the duties of this role.

## **Person Specification**

### **Experience**

The successful consultant is likely to have experience in an administrative or office management role.

- Experience of managing office and administrative procedures
- Experience of implementing and managing IT Systems
- Experience of having worked with and for Third Sector Charitable organisations
- Experience of supporting fundraising in the charitable sector would be desirable but not essential.

### ***Personal Qualities and Requirements***

- Interest in and commitment to The David Livingstone Trust's mission, vision and values
- Understanding of, and commitment to, Equal Opportunities policy and practice
- Ability to work evenings and weekends as required.

### **Skills & Abilities**

- Proven experience as an Administration Officer or Manager
- Excellent IT skills and fully proficient in MS Office applications.
- Able to organise and deliver a busy and varied workload and work accurately to deadlines.
- Highly organised individual with the ability to work with a range of individuals at all levels of the charity
- Excellent research and development skills
- A flexible approach to the needs of the charity as a 'start-up' organisation
- Excellent communication skills, written and verbal.
- Ability to meet deadlines and have good time management.

This list is not definitive but is expected to inform the consultant role. We do expect the appointed consultant to advise and direct DLT and thus in agreement with the DLT we would expect the proposal to incorporate other activities based on the Consultants interpretation of the brief. The final scope will be agreed at the start-up meeting, at which the client and consultant will agree and clarify the scope for the Fundraising component. It is expected that the start-up meeting will take place in July 2018.

## **4. Proposal Information**

### **Criteria**

The criteria used to assess the proposals submitted is detailed below;

- Relevant Experience – 50%
- Cost & Timescales – 50%

### **Timescales & Costs**

It is proposed that the project will commence as soon as possible. Please note the timescales may be subject to change in agreement with the appointed consultant. Please provide a full breakdown of your proposed costs for the work required, including a breakdown of daily rates and allocation of them based on the key activities detailed in this brief. Costs should also incorporate any expenses incurred by the appointed consultant.

## **5. Fee**

The fee (to include travel and subsistence expenses) will be subject to competitive tendering.

## **6. Application**

Any proposals should be submitted to Grant MacKenzie, Manager at [grant.mackenzie@dltrust.uk](mailto:grant.mackenzie@dltrust.uk). If there are any queries regarding the brief please call Grant on 07833 680622.

The Application, in the form of a CV and covering letter should be sent by noon on Monday the 25<sup>th</sup> of June 2018.

References will be required by the successful candidate.

## **Appendix 1**

### **The David Livingstone Trust**

DLC is owned by the David Livingstone Trust (DLT) and the constitutional responsibility of DLT is to hold and maintain a National Memorial and Museum on the site of Livingstone's birth, which is made available to the public, providing an interesting, educational and enjoyable cultural experience. The Trust achieves this by:

1. Preserving in good physical order the present buildings which contain the birthplace of David Livingstone and the immediate environment.
2. Bringing together, holding, adequately housing, conserving and documenting a collection of specimens being of historical, artistic, scientific and ethnographical association with the life and times of David Livingstone, Blantyre, Scotland and the countries associated with his explorations.
3. Stimulating public interest in the Centre as a focal point of education and of interest in the life and times of David Livingstone.
4. Displaying and publicising the Collection for the public benefit.
5. Promoting and assisting in the collating and recording of the historical, ethnological, archaeological, biological, geological or other related information appropriate to the purpose of the Museum.

### **The David Livingstone Centre**

#### **Background**

The David Livingstone Centre (DLC) is located on the site of the former Blantyre Mill. Established as the Scottish National Memorial to David Livingstone in 1929, it comprises Shuttle Row, the mill workers' tenement block in which David Livingstone was born and raised; an important, accredited museum collection; and a visitor centre, all set in 11 hectares of parkland along the banks of the River Clyde.

David Livingstone (1813 – 1873) was born in Blantyre Mill, a poor mill worker's son. Inspired by the ideas of the Scottish Enlightenment, by faith and by the mill's commitment to workers' education, he would go on to become a world-renowned explorer, medical missionary and anti-slavery campaigner. Hailed as 'Africa's First Freedom Fighter', Livingstone remains a positive example of international solidarity and his story presents Scottish history, culture and learning within a truly global context.

Blantyre Mill was built in 1785 and was a major industrial location on the Clyde. It was contemporary with New Lanark, founded on similar enlightened principles with a strong focus on the improvement and education of its large workforce. The mill continued to operate until 1904 and by the 1920s Shuttle Row had degenerated into a slum. However, the mill's history as the birthplace of David Livingstone inspired a campaign by local people to preserve it as a lasting monument. Following a general mobilisation of the Sunday Schools of Scotland, the Shuttle Row buildings were saved and refurbished as the heart of the Scottish National Memorial to David Livingstone. The A-Listed Shuttle Row comprises an 18th century tenement and terrace, outbuildings and a forecourt, describing the former communal courtyard and laundry area. The main building, a rare surviving example of early industrial housing, houses the Livingstone birthplace museum over three floors. It includes the restored single room where Livingstone was born and a sequence of galleries containing interpreted displays. The adjoining buildings contain offices, stores and meeting space.

## **The Collections**

The Livingstone birthplace collections are unique and internationally significant. At their core are many of the items that were saved and returned to Britain by Livingstone's African companions, alongside material donated by Livingstone's friends, family and neighbours. As such they represent a remarkable, international effort by community members across a considerable stretch of time to create a material record of Livingstone.

This collection continues to be subject to important new research.

Another important part of the collections is the Blantyre Works Library, a unique surviving early worker's education resource and an important educational foundation for Livingstone's remarkable journey.

DLC is an accredited museum.

## **Gardens and Landscape**

David Livingstone's Birthplace is located within 7 hectares of parkland and woodland on the banks of the River Clyde. The grounds contain gardens, children's play areas, walking trails, and archaeological remains of Blantyre Works Village. The site sits within the Clyde River Strategic Wildlife Corridor and a large part includes a section of SSSI designated woodland, woodland regeneration habitat and wetlands. It is also home to a wide range of animal species including bats, otters, badgers and heron.

The park is an important asset for the local community, in terms of dog walking and children's play.

## **The David Livingstone Birthplace Project**

The David Livingstone Trust is now embarking on a major project to refurbish Shuttle Row and the African Pavilions to create a high-quality museum and visitor centre, with improved facilities enabling us to deliver a memorable visitor experience rich with opportunities for learning and enjoyment.

When the Birthplace project is complete, a vibrant new visitor destination telling the story of the remarkable life and heritage of David Livingstone will have been created. This story sets Scotland in a global context and presents a compelling universal example of what each of us can achieve – and what we must offer the world. Given the importance of our Collection we intend to become a centre for research; and deliver learning and public programmes to support schools, community regeneration and international partnerships.

We intend to raise the profile of the Centre during the construction phase through a lively programme of learning and participation, leading to a major series of launch events to mark the reopening of the Centre and then an ongoing programme of activities and outreach. The Centre will be recognised as a hub for disseminating ongoing academic research into David Livingstone with links to a wide range of audiences in the UK and Africa. The Centre has developed detailed guidance for the first few years of redevelopment in the form of an Activity Plan and a Collections Care Management Plan and is seeking highly experienced staff to deliver these to fulfil the potential of the refurbished Centre.

Further information can be found at <https://www.david-livingstone-trust.org/>