

Title: Operations Director – Friends of Bennerley Viaduct

Salary: £39,000 FTE

Contract Type: Permanent

Job Type: Full Time or Four Days a Week

Location: Ilkeston

Reporting To: The Trustees of Friends of Bennerley Viaduct, through the Chair of the Board.

Friends of Bennerley Viaduct are seeking a new Operations Director

Friends of Bennerley viaduct are seeking an ambitious and hands on Operations Director to lead our small charity through a period of rapid expansion and change. There is real scope to shape the next phase of development and to make the role your own. You will play a key role in managing and delivering the transformation of the viaduct site as it evolves through a capital development phase into a fully operational visitor attraction. You will have overall day-to-day responsibility for project volunteers and staff as well as playing a key role in making operational decisions and working with the board to shape and deliver its strategy.

About Bennerley Viaduct

Friends of Bennerley Viaduct (FOBV) is a busy and ambitious charity in the Erewash Valley that gets things done. Focussed around the Bennerley Viaduct an iconic landmark in the East Midlands. Standing 20 metres high above the valley of the River Erewash. Grade II* listed, this rare engineering triumph was built in 1877-78 by the Great Northern Railway to carry the Friargate Line from Nottingham to Derby. Born from

the age of steam, iron and coal, it is the longest Victorian wrought iron viaduct in the country and one of only two still standing. Connecting Nottinghamshire and Derbyshire, it was described by the World Monuments Fund as “an extraordinary monument” and by Historic England as “a stunning example of the genius of British Engineering.”

A Story of Survival

Bennerley Viaduct is also the ultimate survivor: closed to trains in the 1960s, once derelict, it has found a new lease of life in the care of the Friends of Bennerley Viaduct. In 2022 it was re-opened to walkers, cyclists and heritage explorers. New visitor facilities are planned in 2024, including a second ramp (now completed) a visitor centre and car park.

Beneath the viaduct we are creating a haven for wildlife, a place for people to spend time in nature.

A dedicated team of volunteers, three part time staff members and a proactive board of trustees make up the heart of Bennerley Viaduct. Having just delivered a NLHF funded project and about to apply for a second FOBV is the recipient of levelling up funding and is a dynamic charity in which things happen at pace. If you are equally ambitious and energetic and would like to lead this small charity into the future we would like to hear from you.

Key Objectives

Main Responsibilities and Key Tasks

- You will be working with the Board of Trustees to identify key funding opportunities, to write bids and manage project delivery.
- In conjunction with the Board of Trustees and wider project team, you will develop and maintain positive and effective relationships with the community and other stakeholders. These will include community groups, the local Councils, local businesses, schools, transport providers, Erewash Museum, life-long learning providers and others.

- You will help develop and deliver a strategy to ensure that the new visitor centre is commercially viable as well as an asset to the local community helping to increase participation in heritage
- You will line manage the staff as appropriate as in line with the staff structure which you will be helping to develop
- You will carry out consultation with the public, community groups and others to identify and confirm target audiences and their needs.
- You will support and deliver, alongside your team, an engagement programme specifically targeted to reach a variety of audiences including but not limited to schools workshops, guided walks and well being activities.
- You will lead on the commissioning or delivery of marketing, publicity and social media content including leaflets and publications design and print; interpretation; digital outputs and training programmes.
- You will support the recruitment, development and supervision of a team of volunteers and provide them with access to relevant training. You will also support the recruitment and development of the charitable board.
- You will be aware of health and safety requirements and undertake risk assessments.
- You will work to evaluate the work of FoBV to stay up to date with current trends in the heritage sector.
- To support the processing of the financial reports, payments and purchases to monitor income and expenditure and advise the Board accordingly.
- You will attend events, including promotional events at other venues, and participate in wider National schemes, such as Heritage Open Days acting as an advocate for FoBV
- You will produce regular reports and updates for the Board of Trustees

Who are we looking for?

We are looking for an energetic and creative leader who can lead our small but committed team through a period of change and growth towards a positive future.

Essential

- Self-motivated and energetic
- Experience at a senior level in the heritage sector preferably in an operational or engagement focussed role
- Experience of managing budgets, business planning and managing a public facing operation
- Understanding of audiences and community
- Experience of applying for and managing funding
- Understanding of the charitable sector
- Experience of creating and delivering strategic plans

Desirable

- Experience of managing volunteers
- Experience of developing heritage attractions and increasing visitor attendance and engagement
- A relevant first or second degree
- Understanding of marketing and coms
- Some knowledge of relevant industrial heritage

Please apply with a CV and covering letter – each of not more than two sides of A4. Please also on a separate sheet supply the names of two referees who will not be contacted until after interviews

Closing date: 12 noon 9th September

Interviews: 13th September – invitations to go out on the 11th so please be ready to attend on the 13th.

Questions and applications to elizabeth.woledge@gmail.com