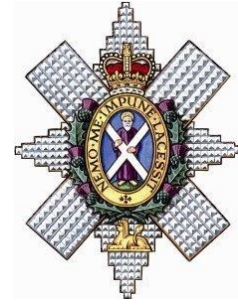


VACANCY
REGIMENTAL SECRETARY
The Black Watch
(Royal Highland Regiment)
Association



GENERAL

1. The Black Watch (Royal Highland Regiment) existed as a regiment in the Army's order of battle from 1739 until 2006; since then the Regiment has been structured as two separate charities. Both these charities are located at Balhousie Castle in Perth. The first charity is The Black Watch Association, the second is The Black Watch Museum (referred to as "Balhousie Castle and Museum"). The Museum, which includes displays, an archive, shop and popular restaurant, is under the leadership of its own CEO. It is highly regarded and is one of only two 5 Star visitors' attractions in Perth, the other being Scone Palace.
2. The Regiment intends to bring the Association and Museum charities together into a single charity. The successful applicant for the post of Regimental Secretary will initially be employed by the Black Watch Association and, upon the unification of the two entities, be employed by the new Regimental Trust. The successful candidate will play a pivotal role in both the Association and Museum.
3. Although the Association is not a commercial enterprise, the Museum is and the necessity to make a profit or to cover costs must be borne in mind at all times. The incumbent is expected to improve continually his or her knowledge of financial management.
4. A key aspect of the role is to develop the offering to the Regimental family, to make sure that Balhousie Castle is seen as the welcoming home of the Black Watch.

THE ROLE

5. On appointment, the role is to fulfil the responsibilities currently carried out by the Vice Chairman and Secretary of the Association. Working closely with the Association Chairman and Vice Chairman, the Regimental Secretary is to act as a focal point for Regimental affairs, as well as supporting the Trustees in carrying out the aims and objectives of the Association. He or she is to organise a number of specific comradeship events. He or she is the managing editor of the Red Hackle Magazine.
6. On unification of the Association Trust and The Black Watch Museum Trust, his/her responsibilities will expand to include being Secretary of the Black Watch Regimental Trust and of its subordinate committees.
7. The successful candidate need not have served in The Black Watch. He or she will be key to ensuring the Black Watch meets its charitable objectives in an efficient and effective manner, which is essential to ensuring an enduring legacy.
8. This is an ideal opportunity to maintain links with the military while running the Association and to develop an interest in military history, while working in one of Scotland's

most respected museums. In addition, the successful candidate will develop his or her business management skills and knowledge of the heritage sector, while working with a successful CEO.

RESPONSIBILITIES – INITIALLY ON BEHALF OF THE ASSOCIATION ONLY

9. Financial.
 - a. Oversee the preparation of the annual accounts by the independent auditor.
 - b. Prepare an annual draft budget for the Trustees.
 - c. Liaise closely with the Secretary and Administrative Secretary over the day to day management of Association Funds.
 - d. Form the link between the Association and the investment managers.

10. Secretariat
 - a. Prepare the agendas and briefing papers for the twice-yearly Trustees' and Executive Committee meetings. Write the Minutes for these meetings and carry out any actions requested by the Trustees.
 - b. Prepare the Association AGM.

11. Comradeship.
 - a. Maintain up to date lists of Retired and Serving Officers and an officers' widows' list.
 - b. Maintain a watching brief on the Association pages of the Black Watch website and update as required. Maintain oversight of the Association Forum.
 - c. Organise the memorial and comradeship activities of the Association in accordance with its charitable objectives.

12. Welfare. Coordinate and supervise welfare support to serving and retired members of the Association and their families. This is the absolute priority of the Regimental Trust.

13. Red Hackle Magazine.
 - a. Managing Editor of the magazine, including responsibility for all aspects of its editing, production and financial control. He is to report twice yearly to the Trustees.
 - b. Ensure Red Hackle magazines are retained for binding and for the creation of a searchable archive.

14. The Black Watch Gathering and Dinner Club. Organise and run the annual Gathering Dinner in Perth as well as the annual London Lunch and biennial Perth Lunch.

15. Links to The Black Watch, 3rd Battalion The Royal Regiment of Scotland and the Community
 - a. Liaise with the Commanding Officer of The Black Watch, 3rd Battalion The Royal Regiment of Scotland and the Regimental Secretary of The Royal Regiment of Scotland, retaining links between the Association and the serving community.
 - b. Ensure that links to the Black Watch Cadets, the community and local dignitaries are maintained.

16. Bewley Taylor Fund. As Secretary of the Bewley Taylor fund, coordinate all grant applications and responses. Applications will be considered by the Bewley Taylor sub Committee and an annual report will be made to the Trustees.

17. Miscellaneous. Give assistance to the staff of the Regimental Museum as required.

ADDITIONAL RESPONSIBILITIES – POST CHARITY MERGER

18. Secretariat. Act as Secretary to the Regimental Trust, coordinating meetings, preparing agendas and writing minutes of each meeting.

19. Financial.

- a. Manage such Regimental funds as may be delegated to the Secretary.
- b. Fundraise on behalf of the Regimental Trust, with the aim of raising £100k per year, averaged over a period of time.

20. Estate. Be responsible managing the maintenance of the grounds and buildings at Balhousie Castle and other memorials.

21. Museum. Working with the CEO of the Museum to promote Balhousie Castle as the home of The Black Watch to the Regimental family and the wider public. While respecting the advice of the professional museum staff, he/she will work with the Museum CEO on Regimental heritage activity, with the purpose sustaining and augmenting the high reputation which the museum and its collection enjoys. Duties in this area will develop over time but, initially, will include:

- a. bids for grants in aid.
- b. research activity.
- c. the preparation of special exhibitions and upgrading of static display cases.
- d. develop and supervise training of a Regimental museum volunteer team.
- e. Organise and deliver a lecture programme, book festival and other events.

REQUIRED SKILLS AND EXPERIENCE

22. The successful candidate will need to demonstrate the following:

a. **Essential:**

- (i) A sound understanding of the British Army, its organisation, customs and culture.
- (ii) A knowledge of and a willingness to learn more about the traditions and history of The Black Watch (Royal Highland Regiment).
- (iii) Ability to commute to Balhousie Castle on working days.
- (iv) Flexibility and drive to expand opportunities and capabilities within the job role.
- (v) Excellent organisational skills.
- (vi) Capacity to deal diplomatically with military and civilian interlocutors.
- (vii) Financial literacy.

b. **Desirable:**

- (i) Willingness to serve for five years.
- (ii) Retired officer (DE or LE).
- (iii) Good contacts in local community.

Those interested should Email John Monteith at the Black Watch Association bwassociation@btconnect.com, attaching their CV.

The closing date for applications is 5.00pm on Wednesday 28th October 2020