

## **Rheolwr Gyfarwyddwr**

Bydd Castell y Gelli, sydd yng nghanol y Gelli Gandryll, y dref lyfrau enwog a chartref Gŵyl y Gelli, yn agor i'r cyhoedd yn dilyn gwaith adnewyddu gwerth miliynau o bunnoedd. Bydd yn denu degau o filoedd o ymwelwyr bob blwyddyn i weld y tŵr canoloesol, y plasty trawiadol a lleoedd ar gyfer dysgu a'r celfyddydau, gan gynnwys oriel benthyciadau safon amgueddfa, a chaffi a siop lyfrau. Mae Ymddiriedolaeth Castell y Gelli bellach yn recriwtio aelodau o staff amser llawn a rhan-amser.

Mae rôl y Rheolwr Gyfarwyddwr yn un amser llawn barhaol, sy'n atebol i Fwrdd yr Ymddiriedolwyr.

Bydd yr ymgeisydd delfrydol wedi arwain sefydliad elusennol, treftadaeth neu ddiwylliannol ar lefel uwch yn llwyddiannus. Bydd yn gallu dangos y gallu i bennu gweledigaeth a'i chyflawni. Bydd ganddo sgiliau rhyngpersonol a chyfathrebu rhagorol, ynghyd â phrofiad sicr o adeiladu timau, dadansoddi hyfywedd ariannol, codi arian a denu ymwelwyr a rheoli digwyddiadau.

## **Disgrifiad o'r Swydd**

Bydd yr ymgeisydd llwyddiannus yn llywio ac yn cyflawni gweledigaeth a strategaeth yr Ymddiriedolaeth drwy'r gweithgareddau canlynol:

- Rheoli gweithrediadau i sicrhau bod yr holl staff yn cyfrannu at y gwaith o gyflawni'r strategaeth gyffredinol drwy osod targedau perfformiad clir a monitro canlyniadau
- Goruchwyllo'r ffordd y mae'r holl weithgareddau yn cael eu rheoli'n ariannol, ynghyd â'u perfformiad; rheoli cyllidebau, y strategaeth fusnes a gwaith cynllunio
- Cadw mewn cysylltiad â Bwrdd yr Ymddiriedolwyr, mynychu cyfarfodydd y bwrdd, ymgysylltu â Phwyllgorau
- Datblygu rhaglen codi arian lawn a'i rhoi ar waith, a sicrhau ffrydiau cyllido cadarn
- Cynnal cydberthnasau cryf â rhanddeiliaid allanol a sicrhau y caiff adroddiadau rheolaidd eu cyflwyno i Gronfa Dreftadaeth y Loteri a phartneriaid eraill sy'n rhoi grantiau
- Creu strategaeth marchnata, ymgysylltu a chyfathrebu effeithiol sy'n targedu pob rhanddeiliad
- Goruchwyllo'r rhaglen o arddangosiadau, gweithgareddau a dysgu
- Sicrhau cydymffurfiaeth gyfreithiol a rheoliadol
- Rheoli risgiau gweithredol a'r risg i'n henw da
- Sicrhau bod yr holl brosesau adnoddau dynol a llywodraethu yn unol â'r canllawiau arfer orau sydd ar waith
- Recriwtio ac arfarnu staff, gan gyflogi staff rhan-amser yn ôl yr angen

## **Profiad a sgiliau gofynnol**

- Hanes amlwg o adeiladu timau ac arweinyddiaeth gref

- Profiad cyffredinol o reoli, yn ddelfrydol mewn atyniad i ymwelwyr neu'r sector treftadaeth
- Profiad sicr o reoli cyllidebau (gwerth tua £1m) a chyflawni gwelliannau busnes, gan gynnwys gweithgarwch masnachol
- Profiad o weithio yn y sector elusennau
- Profiad o gadwraeth treftadaeth a/neu reoli eiddo neu gyfleusterau
- Profiad o weithio mewn partneriaeth a rheoli rhanddeiliaid allanol
- Hyfforddiant ym maes cyswllt â'r cyfryngau
- Profiad o farchnata
- Rheoli risgiau gweithredol

Ystod cyflog: £45,000 – 47,500

### **Sut i Wneud Cais**

Anfonwch lythyr eglurhaol atom yn esbonio pam mai chi yw'r unigolyn gorau i arwain Castell y Gelli yn eich barn chi, ynghyd â CV cyfredol – [info@haycastletrust.org](mailto:info@haycastletrust.org).

Y dyddiad cau ar gyfer gwneud cais yw: 5pm, ddydd Gwener 30 Gorffennaf 2021.

### **Managing Director**

Hay Castle, at the heart of Hay-on-Wye, famed town of books and home to Hay Festival, is set to open to the public following a multi-millions pound restoration. It will attract tens of thousands of visitors a year to experience the medieval tower, impressive mansion and spaces for learning and the arts, including a museum-standard loans gallery, and café and bookshop. Hay Castle Trust is now recruiting full-time and part-time staff members.

The Managing Director is a full time, permanent post reporting to the Board of Trustees.

The ideal candidate will have a proven track record of successful leadership at a senior level in a charitable, heritage or cultural organisation. They will be able to demonstrate the ability to combine vision with delivery. They will have excellent interpersonal and communication skills, with demonstrable experience in building teams, analysing financial viability, fundraising, and visitor attraction and event management.

### **Job Description**

The successful candidate will direct and deliver the Trust's vision and strategy through the following activities:

- Managing operations to ensure that all staff contribute to delivery of the overall strategy by setting clear performance targets and monitoring outcomes
- Overseeing financial management and performance across all activities; managing budget, business strategy and planning

- Maintaining regular contact with the Board of Trustees, attend board meetings, engage with Committees
- Developing and implementing a full fundraising programme and securing robust funding streams
- Maintaining strong relationships with external stakeholders and ensuring regular reporting to HLF and other grant giving partners
- Creating an effective marketing, communications and engagement strategy that targets all key stakeholders
- Overseeing the programme of exhibitions, activities and learning
- Ensuring legal and regulatory compliance
- Managing operational and reputational risk
- Ensuring all HR and governance processes are in line with best practice guidelines place
- Staff recruitment and appraisals, hiring part-time staff as needed

### **Experience and skills required**

- A demonstrable record of strong leadership and team-building
- General management experience, ideally within a visitor attraction or heritage sector
- Demonstrable experience of managing budgets (guideline level £1m) and delivering business improvements, including commercial activity
- Experience of working within the charity sector
- Experience of heritage conservation and/or facilities or property management
- Experience of working in partnership and managing external stakeholders
- Training in media relations
- Marketing experience
- Operational risk management

Pay range: £45,000 – 47,500

### **How to Apply**

Please send us a covering letter explaining why you think you are the right person to lead Hay Castle, along with a current CV – [info@haycastletrust.org](mailto:info@haycastletrust.org).

Closing date for applications: 5pm, Friday 30 July 2021.