



WEST HORSLEY PLACE

Saxton Bampfylde

**APPOINTMENT OF DIRECTOR**

**APPOINTMENT BRIEF  
JANUARY 2020**

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**“After 1000 years of private ownership West Horsley Place will be reborn as a place for everyone to enjoy... There is a great history to be discovered, and a new role for this grand old house to play in its community.”**



# A LETTER FROM ADRIAN LAJTHA, CHAIR

West Horsley Place is one of Surrey's better kept secrets. From the very first moment I saw it, I fell completely in love with this beautiful manor house and its equally beautiful outbuildings and gardens, set in a wonderful 380-acre estate. I also fell very quickly in love with the vision for West Horsley Place that was the creative brainchild of Bamber and Christina Gascoigne, the unexpected heirs of the late Duchess of Roxburghe who had made West Horsley Place her home. Bamber and Christina's vision was to conserve and restore West Horsley Place and to make it a vibrant centre for the performing and visual arts and the teaching of crafts. This vision was underpinned by their exceptional philanthropy in creating a new charity to deliver on the vision, to which they gave West Horsley Place in its entirety. With this act, at the end of 2015 the Mary Roxburghe Trust was born.

The Trust has spent its first four years working across multiple fronts to start to shape in more detail, and to deliver on the early priorities of, the vision for West Horsley Place. Under our first Director, Peter Pearce, the Trust has invested largely its own funds in the first phase of restoration and enablement of the Grade I listed manor house and its Grade II listed outbuildings, in preparation for their use in support of our charitable objectives. We have welcomed the arrival of Grange Park Opera to West Horsley Place, where they have built their remarkable opera house and now held three highly acclaimed summer festival opera seasons. The Trust has developed its first fundraising strategy and has also established a number of lines of successful commercial activity to support the long-term financial sustainability of the charity. Finally, and most importantly, we have been able to recruit a number of very talented and passionate individuals who form our core team at West Horsley Place, supported by a large and growing number of wonderful volunteers from the local community.

With Peter's upcoming retirement, we are now looking for a very special person to become our next Director – someone who will lead the Trust through its next phase of development and growth. Many – although not all! – of the foundations for this next phase are in place. Under our new Director, we will be ready by the end of 2020 truly to 'open fully the doors' of West Horsley Place to the local community and the wider world after almost 1000 years of private ownership. With our learning activities spread across the arts, crafts, heritage, history, wellbeing and the natural environment of the estate, we aim to be an exemplar of how to make a uniquely special heritage site relevant to the 21st century. If you are excited by this vision and think you could help us, please apply!



# INTRODUCTION

The Mary Roxburghe Trust was established in late 2015 in order to rescue West Horsley Place, a Grade I listed medieval manor house and estate of great beauty and historic significance. The Trust is currently restoring the house, gardens, 380-acre estate and eight Grade II listed outbuildings to create a vibrant centre for the performing and visual arts, the teaching of crafts and the provision of a wide range of learning opportunities around heritage, history and the natural environment. The first phase of essential works has now largely taken place, and West Horsley Place is beginning to explore its charitable purpose as a centre of learning, as well as to operate as a successful events venue, film location and opera destination, amongst other things.

The current Director is now stepping down and the Board of Trustees are looking for his successor. We are seeking exceptional candidates with strong leadership experience in the heritage world as West Horsley Place enters the next chapter in its 1000-year history.







# THE ROLE

## Context

The Mary Roxburghe Trust's objective is for visitors to derive pleasure and interest from West Horsley Place in addition to visiting a restored house and estate. This has led to two main ideas of how the place could become a lively centre, with people constantly arriving for different purposes. The first is to encourage performances of all kinds, concerts in the house or in a restored barn, and summer music or drama in a beautiful corner of the garden. In 2016, the Trust was approached by Grange Park Opera who now run their summer festival season from a purpose-built opera house in the garden. The second idea centres on learning – whether around the arts, the teaching of crafts, heritage or the rich and varied history of the house and estate. There are also ambitions to combine the celebration of arts, heritage and crafts with health, wellbeing, the natural environment and the community. The Board believes that there is a unique opportunity for the natural serenity of West Horsley Place to create an environment of spiritual calmness that can both underpin our diverse programme of activities and attract a wide range of audiences who might not normally access heritage.

Inclusivity and sustainability are the overarching themes that link these objectives. This is an opportunity to build a new model of how to manage a 21st century heritage site, and one where inclusivity, community and sustainability can be found at the heart of the organisation at every level.

## The Opportunity

Reporting to the Board, the Director is responsible for the strategic leadership of, and successful day-to-day running of, the Mary Roxburghe Trust. The Director will oversee and deliver the organisation's business plan and ensure sound financial management, take responsibility for managing and progressing fruitful relationships with a wide range of stakeholders locally, nationally and internationally. The role will involve the healthy stewardship of donors, funders and collaborators as well as seeking out opportunities for new partnerships and revenue streams. The role will also involve the planning and oversight of the next phases of restoration work at West Horsley Place, so a strong understanding and experience of heritage build projects will be important.

This is a small, energetic and ambitious charity, with much going on at any one time. This person needs to be as comfortable rolling up their sleeves to deal with detailed operational issues as with drawing up the medium-term

strategy. There are numerous key stakeholders to manage, including Grange Park Opera, based during the summer in West Horsley Place's house and gardens.

The Director will be responsible for leading a permanent team of seven and over 100 volunteers, working closely with the Board to lead on a clear and ambitious direction for the Trust. Alongside the development of the Trust's charitable objectives around restoration and a broad-based cultural agenda, there will be a major focus on fundraising and commercial activity, both of which are necessary for the survival of West Horsley Place. The Director will need to balance this critical commercial agenda with delivering on the clear charitable purposes of the Trust.

## Key Responsibilities

- To work with the Board to further develop the vision for Mary Roxburghe Trust as a heritage and arts venue;
- To forge a strong working relationship with the Board and its Chair who will provide support and expertise in developing and delivering the strategy;
- To recruit, develop, lead and manage a strong staff team including senior staff to support the Director on operations and commercial enterprises, education and fundraising;
- To drive the Trust's fundraising effort, working with the Trust's Head of Development;
- To develop marketing and communications strategies locally, nationally and internationally;
- To represent the Trust at meetings with architects, builders, contractors, funders and all others involved in the redevelopment of West Horsley Place;
- To develop and provide the strategic management of all cultural, heritage and educational activities within the site;
- To initiate audience development strategies and the promotion of the site, its products and services to enhance the positive profile of the Trust and the historic and artistic site and grow both visitor attendance and income generation;
- To plan and manage to successful completion the next phases of restoration at West Horsley Place;
- To identify and deliver income streams, consistent with the values and ethos of the Trust;
- To plan, develop and implement a commercial strategy to maximise the potential of income generating activities including venue hire, sponsorship and fundraising; and
- To lead on the annual budget setting process and to monitor the budgets for all areas.





# PERSON SPECIFICATION

Candidates will ideally possess all or most of the following skills and experience:

- A demonstrable enthusiasm and knowledge of the arts and heritage sector;
- A commitment to the values and legacy of the Mary Roxburghe Trust;
- A strong commitment to sustainability and its visible promotion at West Horsley Place;
- Ability to lead, motivate and manage in complex and unique organisations;
- A proven track record in leading fundraising activities;
- Ability to originate, cultivate and develop multiple partnerships;
- An open, inclusive and respectful management style;
- Ability to reach out to and engage a diverse range of stakeholders;
- Evidence-led decision-making skills;
- Clear analytical and strategic thinking;
- Excellent written and oral communication skills;
- An entrepreneurial appetite and the ability to adapt to new opportunities;
- Proven ability to shape and evolve organisational vision;
- High level financial management;
- A good commercial and charity understanding;
- Strong negotiation skills;
- An understanding of and commitment to inclusivity; and
- Previous experience of involvement with heritage organisations.

In essence, the Board is looking for a candidate who has a proven ability to lead and inspire a team in which everyone shares enthusiastically a vision of where we are heading. Such a candidate will also place a high priority on creating a warm and positive working environment for all members of the team.



# TERMS OF APPOINTMENT

- Remuneration will be negotiated dependent on experience.
- The role will be based at West Horsley Place in Surrey.

## HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Mary Roxburghe Trust on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **PAIACA**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Tuesday 11 February 2020**.

### GDPR personal data notice

GDPR personal data notice According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





WEST HORSLEY PLACE

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