



ROCHESTER
BRIDGE TRUST

Appointment of Director of Charitable Projects

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Welcome

Thank you for your interest in the role of Director of Charitable Projects at the Rochester Bridge Trust.

Bridge Trusts were once a common way of providing and maintaining bridges in the United Kingdom with many established during the medieval period. The Rochester Bridge Trust, established in 1399, is one of less than a handful which remains and to this day continues to provide a crossing over the River Medway at Rochester, at no cost to the public. In addition to the core purpose of providing the three bridges which cross the river at Rochester, the Trust delivers a range of further charitable activities, including grants, education, events and exhibitions.

For over 150 years, the Trust has distributed grants for charitable causes; in the Victorian period, it funded the building of both the Rochester Girls and Maidstone Girls Grammar Schools and has supported a wide range of projects in Kent and Medway. In recent years, grant giving has been delivered at a consistent level. In 2023, the Trustees, known as the Court of Wardens and Assistants, allocated a seven-figure sum for distribution to charitable projects which fall within the scope of the current Grants Policy.

The allocation of the new grant fund marks a stepped change in grant giving for the Trust. The promotion and distribution of the grant fund, together with a review of the current grant application, assessment and impact monitoring procedures requires a skill set which is not currently provided within the existing staff team.

The Trust also delivers education in engineering and agricultural through its in-house education team, which is led by our Education Manager, and provides a range of scholarships and bursaries to those in full time and further education as well as supporting research at postgraduate level.

Whilst the Trust is a forward-thinking organisation which embraces its values (Leadership, Independence, Long Term View and Environmental Responsibility), it also respects and preserves its heritage and history. The Trust is fortunate in having its own archive covering its 620 years and a collection of heritage assets, which together tell the story of the Trust, a story which continues to grow day by day. The Trust is keen to share its story through engagement with the public and does this in a variety of ways, including events, such as in-house and external lectures and exhibitions, all of which are provided free of charge and managed by our Archives Manager.

The Court of Wardens and Assistants is looking to increase the delivery and impact of its charitable work and is seeking to appoint an ambitious, experienced and dedicated person to the Senior Management Team. The successful candidate will embrace the Trust's history, its values and take forward with enthusiasm the oversight and delivery of its charitable projects.

I hope you will find this new role of interest and I look forward to hearing from you.

Tim Cathcart
Chief Estates Officer, Rochester Bridge Trust

An introduction to Rochester's Bridges

For nearly two millennia, there has been a strategic crossing of the River Medway, on the route from London to the Kent coast, between the sites which are now known as Rochester and Strood. For 624 years, the Rochester Bridge Trust has been an integral part of the story of that crossing.

Soon after the invasion of 43AD, the Roman Army built probably its first major bridge in Britain across the River Medway on Watling Street. There, a fort and settlement developed which grew over the centuries into the city of Rochester. The route across the bridge became a major road for trade, pilgrimage, diplomacy and the movement of armies.

When, in 1381, the much-repaired Roman Bridge collapsed in winter storms, the need for a replacement crossing was urgent. Two veterans of the Hundred Years' War

volunteered to organise and fund a new bridge.

In 1399, by letters patent of Richard II, a charity was formed to care for this new bridge and ensure a crossing was provided to the travelling public in perpetuity. Originally titled The Wardens and Commonalty of Rochester Bridge, the charity is now known as the Rochester Bridge Trust.

More than six centuries later, the Trust continues its original role, now providing two substantial road bridges and a service bridge at no cost to the public. Its work is funded by a property portfolio that was originally established thanks to endowments from medieval benefactors.

The Rochester Bridge Trust is the only surviving independent medieval bridge trust which still provides major bridges in this way.





The Trust's Education & Grants Programme

In addition to its core purpose of providing the bridges at Rochester, the Trust provides an award-winning civil engineering education programme and offers a range of scholarships to support education in civil engineering and agriculture.

The Trust's Grants Programme covers the following :

- The advancement of education (including research) in:
 - engineering or mathematics;
 - agriculture, including viticulture and horticultural food production;
 - art & furniture history and conservation;
 - the management, use and understanding of archives;
 - the history of:
 - the Rochester Bridge Trust and its estates;
 - the River Medway, its settlements and crossings;
 - the Ancient County of Kent; and
 - bridges and bridge engineering;
- The promotion of traditional crafts and skills in the built environment and agriculture, including the skills needed to conserve and restore historic bridges;
- The promotion of awareness and study of civil engineering, agriculture and related disciplines, and support to the charitable work of learned societies and institutions in those fields;
- The advancement of health, equality and diversity in the engineering profession, construction and agriculture industries;
- The advancement of the saving of lives on the River Medway;
- The advancement of environmental protection or improvement on the River Medway and its banks, and in Rochester and Strood; and the promotion of research and development of techniques for carbon reduction and sequestration, including actions to achieve carbon reduction and sequestration in Kent and where the Trust owns property.
- Community development and advancement of amateur sport through access to and appropriate use of the River Medway;
- The restoration of the historic fabric of Listed or Scheduled heritage buildings, structures and sites, which conserves features of historical importance;
- The development of visual and performing arts facilities available for public use where these make use of heritage buildings at least 100 years old with architectural merit;
- Education and research in the history and conservation of art and furniture;
- The advancement of the arts by competitions, exhibitions and lectures;
- The advancement of education and heritage by means of the interpretation of the historic fabric of historic sites, structures and artefacts; and/or the undertaking of archaeological investigation.

Archives, Events and Exhibitions

As well as being a custodianship of a range of historic structures including the 14th century Bridge Chapel, the Grade 2-listed Victorian Bridge Chamber and Grade 2-listed Old Bridge – the Trust has its own archive covering its 624 years of history together with a collection of paintings, furniture and other heritage assets. The Trust is keen to allow access to the archive and heritage assets and promote its own history through a range of events and exhibitions.

The Role

As part of the Trust's strategic plan and in line with its tertiary object, a new role of Director of Charitable Projects has been created to increase the scope and level of the Trust's grant giving programme. As part of the Senior Management Team and responsible for grants activities, education, and archives, the Director of Charitable Projects will enhance and elevate grant distribution and manage delivery of grant-funded projects, including the establishment of online grant applications.

Reports to:	Chief Estates Officer. Member of the Senior Management Team and Management Team.
Direct reports:	Education Manager, Archives Manager and other staff as allocated.
Authority:	Manages allocated budgets and holds a business charge card. Can place orders for goods and services required for the delivery of the areas of responsibility within the terms of the approved Financial Scheme of Delegation (Officers) and the Procurement Policy.

Scope and responsibilities

Grants

- To develop and deliver the Grants Plan and grant programmes as instructed including promotion, assessment, recommendation and impact monitoring of grants, reporting to the Education, Grants & Archives Committee.
- To procure grants management software and implement its use.

Archives & Exhibitions

- To oversee the development and delivery of the biennial Archives Plan and Exhibition Plan.
- To report progress against the biennial Archives Plan and Exhibition Plan and assess impact.

Education

- To oversee the development and delivery of the biennial Education Plan.
- To report progress against the biennial Education Plan and assess impact.

Senior Management

To work within the Senior Management Team to:

- Ensure there is effective management, coordination and delivery of all the Trust's services;
- Oversee and contribute to the biennial operational planning cycle;
- Lead the planning and preparation of the Committee agenda and ensures implementation of instructions;
- Advise the Senior Leadership Team on policies and procedures required to ensure effective delivery of services;
- Support the delivery of the Networking Plan & Public Communications Plan;
- Monitor performance of the Trust against a range of performance indicators relative to the area of work and where necessary, takes corrective action;
- Ensure that the Trust responds in a timely manner to emerging threats and takes advantage of new opportunities; and
- Review Strategic Risks and ensures that key risks are appropriately managed.

To organise the agenda and implement the directions of the Education, Grants & Archives Committee.

Compliance/Risk Management

- To ensure relevant risks are identified and managed.
- To ensure compliance with relevant statute and regulations.
- To ensure compliance with the Trust's policies within areas of responsibility.
- To act as Deputy Safeguarding Lead.

Supervision

- To oversee the work of professional advisors appointed to assist with projects as relevant.
- To manage allocated staff including performance, development and appraisal.

External Communications

- To support the Chief Estates Officer and Bridge Clerk in the development of external relationships and collaborative projects.

Other

- To prepare and manage allocated budgets.
- To undertake any such duties as necessary and directed to support the delivery of the Trust's work.



Person Specification

The ideal candidate will bring experience of the management and development of grant programmes, and a track record of senior management.

They will bring all or most of the following attributes:

Skills and experience

- Management of grant programmes including promotion, assessment, recommendation and impact monitoring;
- Selection and operation of Grants Management software;
- Senior level experience of budget preparation and control highly desirable;
- Experience of the delivery of education services;
- Awareness of archive management;
- Experience of the delivery of public exhibitions and events;
- Leadership and people management experience;
- High standard of written and spoken English;
- Strong organisational and IT skills (MS Office);
- Experience of risk appraisal;
- High standard of general education;
- Full UK driving licence.

Style and approach

- Entrepreneurial self-starter;
- Collegiate and collaborative leadership approach;
- Commitment to equity, diversity and inclusion.



Terms of appointment

Salary:	c.£65k pa
Hours:	Rochester Bridge Trust works a four day week, with the office closed on Fridays.
Pension:	Defined benefit pension scheme (Kent Pension Fund administered by Kent County Council).
Annual leave:	Employees are entitled to 23 standard days leave in each holiday year plus all public/bank holidays. The entitlement increases in the next following leave year by an additional standard day for every completed year of service as at 31 March up to a maximum of five days.
Private healthcare:	Eligible to join the scheme (after the successful completion of their probationary period), with cover provided for Employee + Partner.

How to apply

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

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **RBLRA**.

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 **Thursday 1st February 2024**.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

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.

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