



# Head of Finance & Governance (Finance & Governance Manager)

## Recruitment Pack



Buxton Civic Association  
[buxtoncivicasociation.org.uk](http://buxtoncivicasociation.org.uk)

# About us

## Who we are

Buxton Civic Association (BCA) is a registered charity dedicated to preserving and enhancing the rich architectural, historical, and natural heritage of Buxton. As stewards of the town's legacy, BCA owns and manages over 160 acres of mature woodlands including Grin Low Wood (Buxton Country Park). These provide treasured green spaces for education, recreation, and community wellbeing. We are passionate advocates for conservation and sustainability, campaigning and educating, collaborating with many partners to ensure Buxton's unique character and its built and natural environment are celebrated and protected for future generations.

Uniquely, for a Civic Trust, BCA owns and operates Poole's Cavern, a two-million-year-old natural wonder and Buxton's most popular paid visitor attraction. With over 50,000 visitors each year, the cavern and its surrounding country park offer an immersive experience that connects people with nature, geology, and history.

We are ambitious and continually evolving, committed to enhancing our visitor journey through innovative storytelling, improved facilities, and the development of new, enriching experiences.

Revenues from Poole's Cavern directly support our conservation work, enabling us to safeguard Buxton's heritage while offering memorable, high-quality engagement for all who visit.

## Purpose

To conserve and enhance the historical and environmental heritage of Buxton and the surrounding area for the benefit of the residents and visitors.

## In Development

Committed to developing Poole's Cavern to be a leading regional visitor attraction with international connections, facilitating the growth of BCA's influence within the town.



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# About us

## Our Mission

We celebrate the natural and human heritage of Buxton including its outstanding buildings and wildlife. We conserve and enhance this heritage and advocate for its importance in making Buxton a special place to live or to visit.

- We own and manage important heritage sites for conservation and public benefit including Poole's Cavern and Buxton Country Park (Grin Low Woods, Site of Special Scientific Interest with its important wildflower grasslands and archaeological sites) and nine other woodlands that encircle the town.
- We create opportunities for recreation, research, learning, contact with nature, well-being, exercise and social interactions that are vital to our local communities.
- We manage Poole's Cavern as the leading visitor attraction in Buxton and the British Cave Research Centre.
- We vet and comment on all important planning applications and strategic plans in the town, seeking to improve development work wherever possible.
- We seek to educate others about the importance of Buxton's heritage.
- We work with other community and civic groups to influence the local councils on environmental and heritage issues.
- We encourage landowners to care for our heritage and tidy up and improve eyesores in the town.
- We support the arts in celebrating the special environment of Buxton.
- We are campaigners and influencers, speaking out on our areas of expertise and interest.

We are a registered charity (*charity number 258163*) and membership organisation. We offer members and volunteers opportunities to support our mission.



# Governance and Leadership

Buxton Civic Association is governed by a committed board of volunteer trustees who generously contribute their time, expertise, and passion. While much of their work takes place behind the scenes, their role is central to the strategic direction and success of the organisation. With a shared vision for protecting and enhancing Buxton's built and natural environment, the trustees provide invaluable guidance and oversight, driven by a deep commitment to making the town a better place to live, work, and visit.

In early 2023, the board appointed BCA's first Chief Executive Officer, Dave Green. Dave brought with him a wealth of experience from the heritage and conservation sectors, having previously served as CEO of the Florence Nightingale Museum Trust, and held roles with the National Trust, Wildfowl & Wetlands Trust, and various local authorities.

Passionate about making heritage inclusive and accessible, Dave is equally focused on ensuring its economic and social value to the local community. Since his appointment, he has played a transformative role—securing significant funding, driving organisational change, and laying strong foundations for BCA's future growth, resilience, and impact.

I volunteer for BCA because I care about Buxton and it's where I have raised my family for over 35 years. I like supporting a local charity that allows free access to its green spaces and magnificent woodland estate for everyone to enjoy. I'm also proud that BCA is an important employer in the area where everyone involved works hard to create a healthy and inclusive workplace in a beautiful vibrant community.

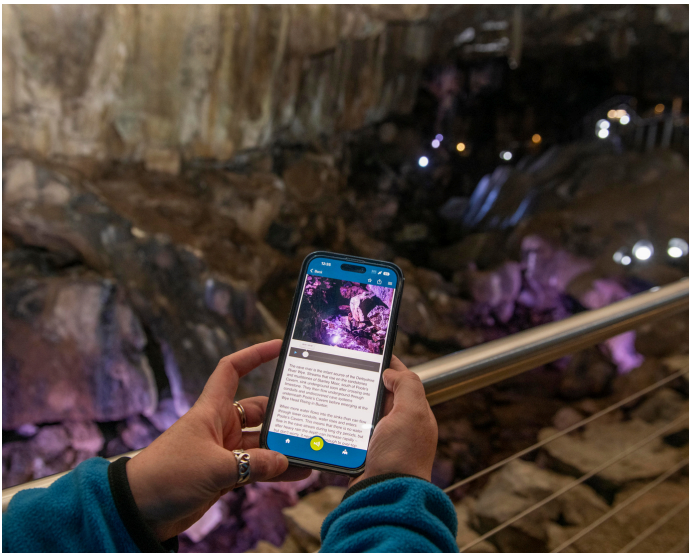
**Mike Wilde**



# Recent and future developments

At the beginning of 2024, Buxton Civic Association was awarded £249,990 from The National Lottery Heritage Fund's *Resilience and Recovery* programme. This vital investment marked the start of our preparations for BCA's Diamond Anniversary in 2027. The funding has strengthened our core activities—enhancing visitor experiences, growing our volunteering and membership programmes, and deepening public engagement and community participation. Running through to April 2026, the project also allowed us to evaluate and improve our digital presence, marketing strategies, governance structures, and retail operations. As part of this initiative, we welcomed two new full-time team members: a Membership and Marketing Officer and a Volunteering Development Manager.

We will be submitting a new application to the NLHF for further funding in autumn 2026.



## Other exciting developments include:

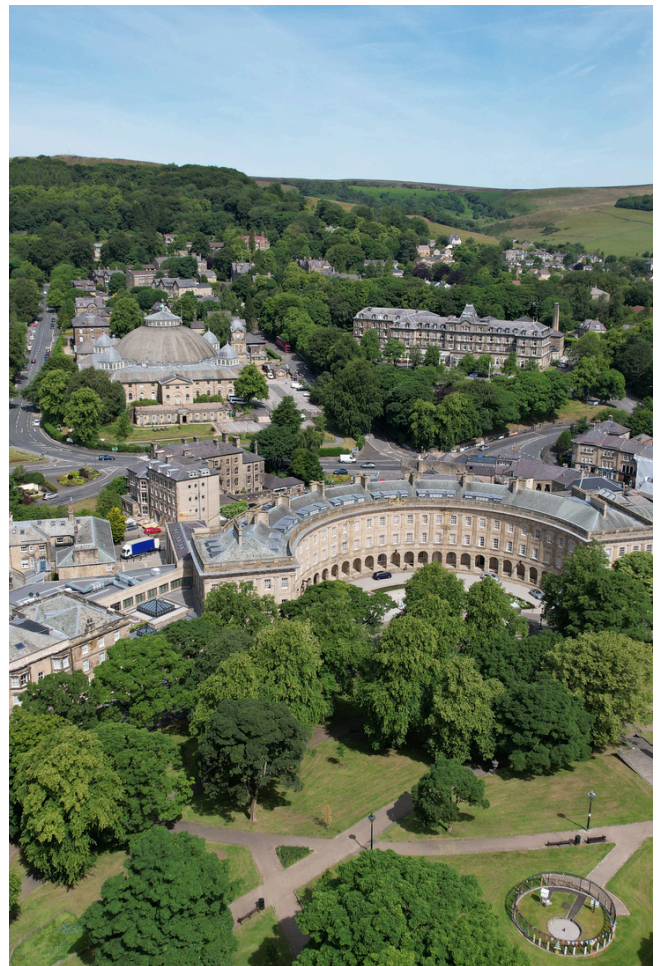
- Launch of the Poole's Cavern audio tour with accompanying app. Future tours to be added on and offsite.
- Launch of Thomas's Trail, a new woodland trail featuring animals of Buxton, past and present.
- New cave and site interpretation and signage.
- Completed renovation of the former Custodian's Lodge to create essential office space, a kitchen, and a dedicated meeting room.
- Creation of a high-quality souvenir guide.
- Catering Concession now operated by Blueberry.
- Recently launched new website - with further enhancements planned.
- Redevelopment of our exhibition area with a focus on cave science.
- Pursuing ambitious visitor experience innovations and commercial ventures.
- We are continually looking to expand our portfolio with assets that preserve, enhance, and celebrate Buxton's unique heritage and environment.
- We are planning the demolition and redevelopment of our current visitor centre. This ambitious project will significantly improve the visitor experience and strengthen our long-term commercial sustainability—ensuring that Poole's Cavern and Buxton Country Park remain vibrant, accessible, and engaging destinations for years to come.
- Appointment of BHP Auditors ([bhp.co.uk](http://bhp.co.uk)), recognising their specialism for providing auditing services for charities.

# Buxton

Buxton, a charming spa town nestled in the heart of the Peak District in Derbyshire, has long been celebrated for its stunning natural beauty and rich history. Known for its Georgian and Victorian architecture, including the iconic Crescent and the Buxton Opera House, the town offers a unique blend of cultural heritage and picturesque landscapes. Its thermal springs, once a major draw for visitors seeking health and relaxation, continue to be a focal point of the town's identity. Buxton's proximity to the Peak District National Park makes it a popular destination for outdoor enthusiasts, with numerous hiking trails and scenic spots to explore.

In 2024, Buxton was named one of the best places to live in the UK by the Sunday Times Best Places to Live guide, which praised it as a "cultural powerhouse." This recognition highlighted the town's vibrant arts scene, including its renowned festivals, galleries, and theatres that contribute to a lively community spirit. The guide also emphasised Buxton's excellent quality of life, combining the charm of a small town with the cultural amenities typically found in larger cities. With its thriving cultural scene, historical charm, and stunning natural surroundings, Buxton continues to be a sought-after location for those seeking both beauty and culture.

Buxton Civic Association is the leading environmental charity campaigning and working for the conservation and enhancement of the built and natural environments and heritage of Buxton. We are a voice for wildlife, heritage and the environment in Buxton. We responsibly manage natural and built heritage sites for the public benefit. We actively campaign, persuade, promote and educate. BCA cares about Buxton.





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## Job Description

### Job Title: Head of Finance & Governance (Finance & Governance Manager)

**Numbers and grades of any staff managed by the post holder:** The post-holder will initially have line management responsibility for the Finance Team (1 FTE – 2 staff), Fundraising Manager (0.4 FTE), and Marketing & Membership Manager (1 FTE). They may also lead and supervise volunteers. In the absence of the Chief Executive the post-holder will be the senior member of staff.

**Post holder's immediate supervisor:** This position will be directly managed by the Chief Executive.

**Hours of work:** A standard day would be between 9.00 – 5.30pm, with the post typically working 22.5 hours across 3 days per week. Days will be agreed with the Chief Executive, and some flexibility will be required. The post-holder will need to attend weekend/evening meetings occasionally.

**Place of work:** BCA estate (Poole's Cavern & Buxton Country Park Visitor Centre/Head Office), with some elements of home-working possible by prior arrangement. From time to time, you may be asked to support activities and events at other venues around Buxton and the Peak District

**Salary:** In the region of £50,000 - £55,000 pro-rata, dependent on experience. Paid monthly on a salary basis.

**Terms of appointment:** Part time. (3 days per week). Permanent.

#### 1 Job purpose

The Head of Finance & Governance is a crucial role within Buxton Civic Association, deputising for the Chief Executive in their absence, providing leadership and management support to key managers within the organisation, and assisting to develop a strategic approach to all work. The post-holder will play a key role in helping ensure ongoing financial sustainability, with a clear mandate to further strengthen the charities reporting systems, good governance and a data-driven approach to trading developments, and conservation and engagement work.

The postholder will model integrity and good financial stewardship and be a key influencer in ensuring that our continuous development and growth sits well alongside BCA's role for protecting the natural and built environment.



You will be passionate about Buxton, its heritage, and its long term development, with this role facilitating you playing a role in influencing the future.

## **2. Principal Duties and Responsibilities**

### **Financial Management & Accounts**

- Lead all aspects of financial management including budgeting, forecasting, reporting, cash flow management, and liaison with auditors, with due consideration of Charities Commission standards will be expected.
- Take responsibility for the development of systems facilitating the production of timely and accurate management accounts and financial information.
- Lead preparation of annual budgets in collaboration with others, working with finance colleagues, Heads of Department and the Chief Executive to produce realistic budgets with due consideration of trends and charitable needs.
- Be accountable for maintaining robust financial controls, alerting the Chief Executive and Trustees of concerns, recognising the need to find pragmatic solutions.
- Manage treasury functions, including reserves policy and investment oversight, advising on interventions and strategy.

### **Business Strategy & Town Matters**

- Support business planning and operational decision making, acting as a mentor and advisor to colleagues. Assist them to develop business plans and work strategies which support the charities overall strategy, with due recognition of the need to generate commercial income to support financial sustainability with an identified return on investment.
- Lead business analysis that supports the development of sound business cases for future development, ensuring a data driven approach is adopted and data-capture is continuously improved.
- Be responsible for contracting and procurement in line with best practice and guidance agreed with the Chief Executive or relevant stakeholders.
- Be accountable for agreeing KPI's for you and your team, facilitating measurement of performance and reporting to the CEO and trustees.
- Support the Fundraising Manager and Marketing & Membership Manager to develop revenue generation and engagement opportunities, whilst enhancing our reputation as a charitable organisation and influencer within Buxton.
- Support monitoring and response to town planning considerations and other matters within the local area where BCA and its members may have an interest and opportunity to influence. Where appropriate attend external



meetings, representing BCA and its members, acting as a conduit for information.

## **Governance**

- Support the Chief Executive and Trustees in ensuring the charity acts within its remit and that governance policies and procedures are followed and where necessary updated.
- Attendance at Trustee Board Meetings and relevant sub-committees, where necessary providing the secretarial function.
- Take responsibility for maintenance and further development of the organisations Risk Register, working with colleagues to ensure realistic recognition of risk and associated management.
- Oversee appropriate insurance arrangements are in place for the charity.
- Ensure financial compliance and support relevant leads in relation to employment law, safeguarding, health & safety, and data protection.

## **Leadership & Management**

- Lead and develop your team in a collaborative and supportive working style, whilst taking responsibility for outcomes and performance; fostering a culture of accountability and positive communication and addressing concerns as they arise.
- Contribute in a positive and pro-active way to senior leadership decision making, including the development of BCA's Strategy, and associated work-plans, policies and procedures.
- Be a visible, approachable and supportive presence, and recognisable face of the charity with trustees, volunteers, members, town residents and staff.
- Project-Management, developing new initiatives with due consideration of best practice and efficiency.
- Deputise for the Chief Executive in their absence.

## Person specification

### Job title: Head of Finance & Governance

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
<b>Qualifications &amp; Knowledge</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Knowledge of working with a board of trustees within a charity or not for profit setting.</li> <li>• Knowledge of charity accounting (SORP) and regulatory compliance</li> <li>• Knowledge of GDPR</li> </ul>		X		X	
	<p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Accountancy qualification (ACA, ACCA, CIMA or equivalent)</li> <li>• Project Management qualification</li> <li>• Knowledge of Membership Organisations</li> <li>• Strong Health &amp; Safety knowledge and/or qualification</li> <li>• Knowledge of ethical charitable fundraising and grant management</li> <li>• Knowledge of marketing and PR</li> <li>• Knowledge of Buxton and it's locality</li> </ul>		X			X
<b>Skills</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Strong verbal and written communication skills with the ability to convey complex information to internal and external stakeholders.</li> <li>• Proven ability to keep up to date with updates and changes within profession</li> <li>• Strong awareness of reputational impact.</li> </ul>		X		X	
					X	



	<ul style="list-style-type: none"> <li>• Ability to distinguish between sustainable operations and strategic subsidy</li> <li>• Ability to deliver strong results with limited resources, achieving best-value and high standards at pace.</li> <li>• Significant attention to detail when recording and relaying information.</li> <li>• Ability to give constructive feedback and inspire change</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Strong IT skills beyond finance packages, with awareness of infrastructure needs.</li> </ul>			X		
Experience	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Significant financial experience at a senior level with substantial personal responsibility for operations and finance.</li> <li>• Experience overseeing multiple income streams including commercial trading revenue and grants.</li> <li>• Demonstratable line management of small teams, embracing best practice within HR whilst needing to achieve maximum results.</li> <li>• Experience within a developing organisation, assisting to embed new ways of working and develop staff and systems.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Experience of working within the charity or not for profit sector – overseeing commercial income, grant aid and other income, ensuring decisions reflect objectives and mission.</li> <li>• Experience working with boards of trustees.</li> </ul>					



	<ul style="list-style-type: none"> <li>• <i>Experience of multi-faceted risk-management and associated documentation.</i></li> <li>• <i>Experience of procurement and contract negotiation.</i></li> <li>• <i>Experience of working with volunteers, including in new and innovative ways.</i></li> <li>• <i>Experience of considering investments and financial return</i></li> </ul>		X		X	
<b>Personal Attributes</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Positive attitude towards achieving income and commercial targets.</li> <li>• Friendly, approachable, and professional manner with colleagues and contacts.</li> <li>• Resilient and able to remain calm under pressure and lead others through change and periods of challenge.</li> <li>• Professional gravitas and the ability to command respect in different settings.</li> <li>• Agile and dynamic approach to responding to changing needs.</li> <li>• Strong work ethic and reliability with a willingness to take initiative and lead by example.</li> <li>• Ability to work at BCA Head Office and in a flexible way that supports the delivery of the BCA Strategy.</li> <li>• Ability to act in a way that reflects and supports the values, mission, and charitable ethos of Buxton Civic Association (BCA).</li> <li>• Support the alarm call-out rota and emergency key holding</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Demonstratable interest in built environment and natural world conservation.</li> <li>• Visible commitment to civic responsibility with the ability to inspire others to take action.</li> </ul>		X		X	



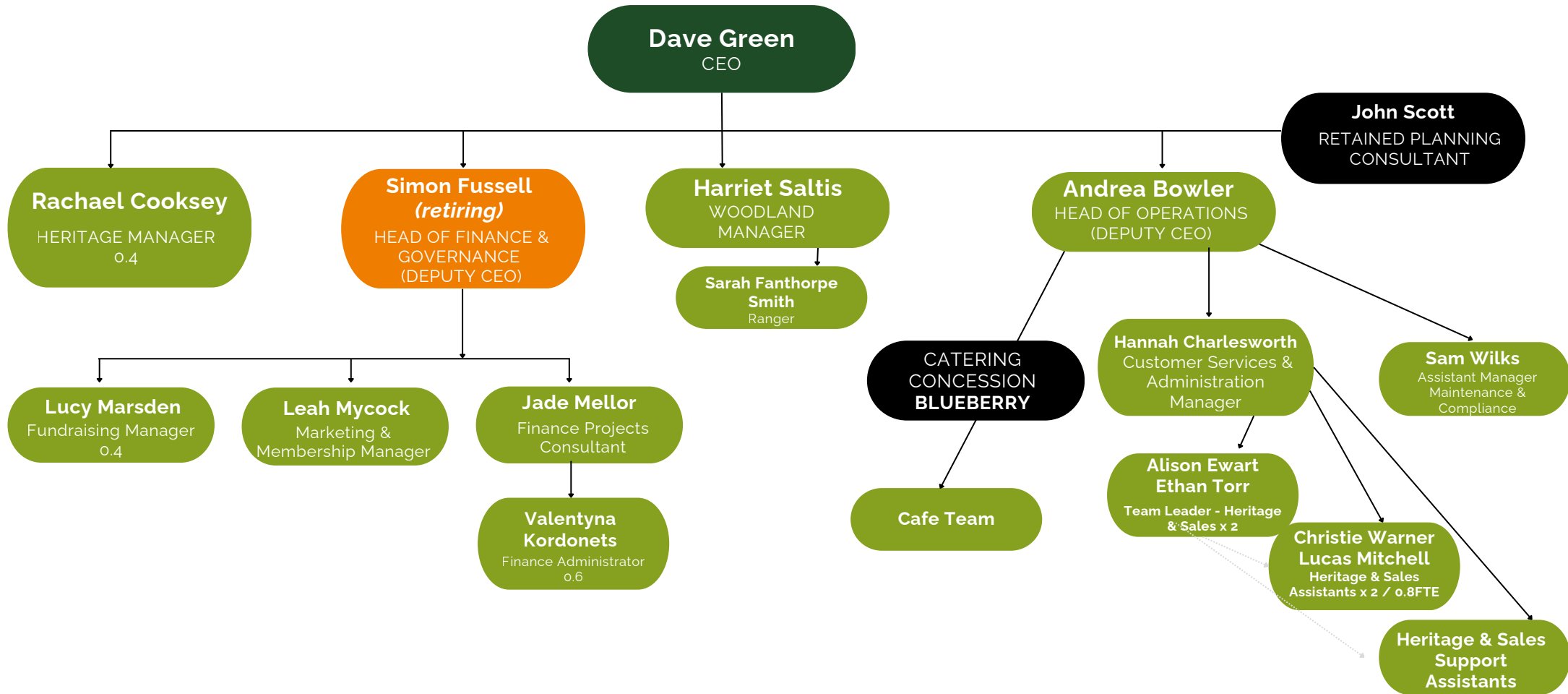
	<ul style="list-style-type: none"> <li>• Passionate about Buxton and its future</li> </ul>		X		X	
<b>P:</b> Pre-application evidence <b>A:</b> Application <b>T:</b> Test <b>I:</b> Interview <b>D:</b> Documentary						

**Prepared by/author:** David Green

**Date:** June 2026

**Job title:** Chief Executive

# Organisational Staffing Structure June 2026



# What we offer



## Annual leave

30 days holiday (inclusive of bank/public holidays) pro rata.



## Pension

All staff are enrolled onto the BCA's 3% employer pension scheme.



## Continued professional development

A range of external and internal Training and Development opportunities.



## Performance related pay

We are an employer who believes in rewarding hard work and acknowledging results.



## Hybrid working

This role is predominately **site based**, with some elements of home-working possible by prior arrangement



## Employee Assistance Programme

The Employee Assistance Programme by Health Assured offers employees a safe space to discuss any of their personal or professional challenges.



## We Pledge

We are about to launch We Pledge, a Derbyshire County Council scheme within BCA that provides employees and volunteers access to a range of mental health focused resources, classes and training.



## Uniform

Uniform for events and promotional activities.



## Working Environment

We are lucky to be based in a beautiful location. 15 mins walk from the town centre and with Grin Low woods on our doorstep and surrounded by greenery.



## Free Parking

All staff are eligible for a free parking pass for our onsite car park.



## Staff Discount

We offer 15% discount to all employees in relation retail products.

# How to apply and next steps

The closing date for applications is: **12 Noon Tuesday 14th July 2026.**

Please submit your CV and covering letter (maximum of two pages) to Dave Green, CEO, [dave.green@buxtoncivicasociation.org.uk](mailto:dave.green@buxtoncivicasociation.org.uk)

Please tell us why you think you are the right person for this role and why you think we are the right organisation for you. Please use your covering letter to let us know how you meet the essential knowledge, skills and experience we've outlined in our pack, supported by your CV.

BCA recognises the positive value of diversity, promoting equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds and aim to be an organisation that reflects our audiences and communities.

If you would like to arrange an informal chat about the role with a member of the leadership team, please contact Dave Green, CEO, [dave.green@buxtoncivicasociation.org.uk](mailto:dave.green@buxtoncivicasociation.org.uk)

## Interviews

**Interviews will take place in person in Buxton during the week of the 20th July.**

Please state on your covering letter any dates during this period you are not available. We will try to consider your availability, but this can not be guaranteed.

The interview process will include:

- Panel Interview
- Presentation
- Desk based exercise
- Opportunity to meet some of our staff.

## Access and Reasonable Adjustments

If you require any access support during the application and interview process, please let us know. Please contact [recruitment@buxtoncivicasociation.org.uk](mailto:recruitment@buxtoncivicasociation.org.uk) and we will make the appropriate arrangements.



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Buxton Civic Association is a registered Charity (Reg No.258163). You can access our Charity Commission record and read our annual accounts by visiting the Charity Commission website.

