



## **DISTILLERY MANAGER** **GLENWYVIS DISTILLERY, DINGWALL**

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**This opportunity represents one of the most exciting management openings in Scottish whisky distilling for many years. The world's first 100% community-owned distillery, GlenWyvis Distillery is a ground-breaking project currently under construction high on a hill overlooking the historic Highland town of Dingwall. The successful applicant will have the opportunity to make history, overseeing the final installation and commissioning phase, and then bringing the distillery into production and creating a broad range of new Highland single malts that will appeal to a national and international market.**

In 2016, GlenWyvis raised a total of £2.6 million from some 2,200 individual investors worldwide towards total anticipated costs of £3.8 million. It was the UK's biggest ever community crowd-funder, and helped to establish GlenWyvis as a Community Benefit Society; in future a share of our profits will be re-invested into worthwhile community projects. And now, with full construction of the distillery well underway, a second Open Share Offer will launch on 3<sup>rd</sup> August to open the door to more members.

Against this background, the Distillery Manager at GlenWyvis will be responsible for shaping and leading the successful delivery of one of the most high profile developments in Scottish distilling in recent years.

### **WHAT WE REQUIRE**

The board of GlenWyvis Distillery is looking for an outstanding Distiller with a broad Industry experience in malt whisky distilling who is ready to take on an exciting career challenge with confidence and relish.

The successful candidate will report to the Managing Director, and will ultimately have six new employees reporting directly to him or her. The role will be responsible for production, quality, efficiency, security as well as compliance with Environmental, HMRC, Health and Safety, and other local and national regulations.

We fully expect that the successful candidate will:

- Hold a degree in Distilling or another science or engineering discipline.
- Have experience of managing a malt distillery.
- Be a proven resilient leader able to set objectives and manage their successful attainment.
- Possess strong problem solving skills and a positive 'can do' mind set.
- Demonstrate in-depth knowledge of cost control and all regulatory requirements.
- Have excellent communication and interpersonal skills and be able to work at all levels.

## **RESPONSIBILITIES & ACCOUNTABILITIES:**

### ***Specific Responsibilities:***

The person appointed will support the Managing Director in the following activities:

- In the Distillery's remaining installation and commissioning phase, assist the Design Team in their objective to optimise the plant's output capacity, quality profile, layout efficiency and safety standard.
- With the Design Team and equipment suppliers manage the speedy and efficient commissioning of the Distillery.
- Set written company standards for operations, quality, safety, environment protection and security.
- Manage the distillery to ensure that the standards are attained, constantly updated and frequently communicated to all staff.
- Manage and monitor Company's product quality from raw materials through; distilling, cask filling and warehousing.
- Liaising with the Financial Director, manage the Company's vital barrel procurement programme.
- With the MD and Sales and Marketing colleagues, assist in the innovative development of new whiskies and other products and set agreed product specifications.
- Achieve management agreed budgeted cost, efficiency and other targets.
- Develop the Company's relationships with raw material suppliers and applicable regulators: Health and Safety, Scottish Environment Protection Agency, HM Customs and Excise and Local Council.
- Act as a promotional spokesman for the Company at the Distillery and at key events locally.

### ***Principal Accountabilities by Area:***

- Production
  - Responsible for the efficient day to day operation of the Distillery within all hygiene, health, safety, environmental, Customs and Excise and Council regulations.
  - Manage all aspects of Distillery product quality from raw material purchasing and control, yeast management, fermenting, distilling, plant cleaning and maintenance, cask filling and warehousing.
  - Develop and manage quality control system to ensure consistency of all new spirit makes.
  - Develop and manage quality control systems to ensure consistency of mature products.
  - Production Scheduling –manage and maintain production schedule for Pot, Malt and Grain whiskey to meet budgeted volumes and ensure the Distillery is operating at maximum efficiency.
  - Record Keeping. Daily /weekly /monthly record keeping of, raw materials usage, production stages, timings and quality checks for production, inventory, quality and C and E reporting.
  - Cleaning and Maintenance. Daily cleaning and preventative maintenance regime to be documented recorded and managed. Annual plant shut down and overhaul to be planned.
  - Standard Operating Procedures: Develop and maintain an interactive constantly improving programme of operating procedures and ensure they are constantly communicate to all staff.

- By-product disposal: manage profitable, efficient and legal disposal of the Distillery's by-products.
- Staff levels and Rostering: assign staff to weekly duties and ensure all permanent staff are fully utilised.
- Cask Selection, procurement and management
  - ⊖ In conjunction with the Technical director and Finance director source quality casks from USA, Spain, and other countries as necessary to mature Company whiskey to achieve mature stocks of the desired quality standard.
- Personnel
  - Recruit and train the distillery operatives and train them in the performance of their roles within Company and regulatory guidelines .
- Product Costings
  - Manage the process to maintain product quality and keep the cost per litre of alcohol as low as possible.
- Problem Solving
  - Responsible for addressing distillery problems in a prompt reactive way.
- Security
  - Ensure that the site security is maintained at all times.

## **WHAT NEXT**

If you have the personal qualities and professional experience to lead this inspirational project, then we would be delighted to hear from you.

Please apply by emailing a copy of your current CV and covering letter to [john@glenwyvis.com](mailto:john@glenwyvis.com)

Or posted to –  
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