



the coalfields
regeneration trust

JOB DESCRIPTION

Job Title	: Development Manager – Game On Scotland
Reporting to	: Head of Operations
Supervision/Management of People	: Sessional staff and volunteers
Based at	: Coalfields Training and Enterprise Hub, Kincardine, Fife
Delivery areas	: Trust programmes
Salary	: £34,839
Benefits	: Contributory Pension

Purpose of the Post

To assist the Trust to identify, target and participate in a key number of local and national strategic partnership projects, programmes and initiatives which have the potential to make a special contribution to the regeneration of coalfield communities.

To contribute towards the delivery of the Trust's Strategy, Operational plan and overall objectives by delivering approved programmes to meet spend, output and outcome targets.

To liaise with other programme staff and departments to co-ordinate project activity and investment opportunities and contribute to corporate goals ensuring the Trust delivers excellent capacity building support and quality investments.

To support quality, which is embedded in the management system to national and international standards and regulations, by complying to established processes. To review and update programme policies and procedures annually and ensure they remain fit for purpose; suggesting changes to the Head of Operations, where not a custodian as per Document Control.

Main Requirements of the Post

Creativity & Innovation – Regular use of creative skills to resolve routine/complex issues encountered, amend existing procedures to comply with new legislation, national/local policy initiatives or fit evolving needs. Be involved in the development of new approaches/procedures/innovative solutions across a range of areas; guided by broad policy objectives.

Contacts & Relationships - Routinely exchange straightforward information and provide clear explanations/advice on general and specialised matters; tailoring the communication accordingly without lessening comprehension. Use specialist knowledge to identify the best



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course of action, weighing pros and cons and clearly explaining the reasoning behind the proposed course of action.

The role may involve public speaking to a mixed interest group, providing advice on highly complex matters and resolving conflict.

Situations encountered are likely to involve a certain level of complexity or are contentious. They require influencing skills and being diplomatic in sensitive situations. The outcome of the contact can have significant implications for the contact or service.

Decisions - Set guidelines for others to follow e.g. new policies which will have significant effect on internal operations and decide significant changes to service provision. Prioritise work and resolve the majority of problems encountered within the role, only referring problems which are very difficult, unusual or require specialist input.

Identify ways in which existing processes can be improved and recommend in writing significant changes, which would likely alter the characteristics of service delivery and/or impact on Trust wide initiatives.

Manage the implementation of service changes and fundamental changes to Trust policy/strategy; including monitoring, reviewing and determining the effectiveness of the change.

Resources – Accountable for the use and safekeeping of data systems, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

Work Demands – Able to occasionally switch from one task to another in a different area of work and occasionally resolve conflicting priorities/resource needs.

Knowledge & Skill – Detailed level of knowledge and skills in a specialist discipline to undertake a variety of advanced tasks relating to one function or area of activity.

Knowledge and understanding of the issues facing disadvantaged communities is required along with a flexible and adaptable approach to work.

Proven experience in successful programme and project management and awareness of current policy and funding regimes and how these are delivered at regional and local levels.

Authorities of the Post

The Trust's Management Team have assigned authorities for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.