

JOB DESCRIPTION

JOB TITLE	Development Manager: North Yell Development Council (NYDC)
RESPONSIBLE TO	A Nominated Director of NYDC will act as Line Manager
RESPONSIBLE FOR	Possible future temporary, part time or permanent staff. This will not be more than 2 persons
ABOUT THE JOB	<p>The NYDC was set up to facilitate and oversee community-led projects in this small but thriving north Yell village (see factsheet below). Recent, successful activity has led to an exciting opportunity for a visionary Development Manager to hold a strategic overview of existing and future projects. The Development Manager will play a crucial role in the NYDC and the local community.</p> <p>The role is necessary to broaden the activities of NYDC and reduce the dependence on voluntary effort. It will include the day to day management of NYDC and all its assets including Garth Wind Farm, Cullivoe Harbour Business Park and Cullivoe Marina and any future developments. It will also include providing support for community organisations in North Yell and project management of future developments.</p>
MAIN DUTIES	<p>The characteristics of the Main Duties are:</p> <p>Community consultation and updating the NYDC Community Development Plan.</p> <p>Responsibility for keeping accounts for NYDC and Garth Wind, either directly or through accountants. Including raising, recording and paying invoices.</p> <p>All aspects of the day to day management of NYDC and Garth Wind, and communicating with relevant parties and stakeholders. These include:</p> <ul style="list-style-type: none"> ● Banking ● Insurance ● Ofgem, FIT administration. ● Accountants and Auditors ● Lawyers ● Enercon including operation and maintenance contract ● Consultants / Advisors ● Funders and grant administration ● SSE / Lerwick Power Station ● OSCR administration and returns ● Landlord rent payments and aspects of lease agreement

	<p>The Development Manager will</p> <ul style="list-style-type: none"> ● Provide support for NYDC and Garth Wind Directors including attending meetings and updating as required ● Keep minutes of meetings. ● Organise training for Directors if required ● Identify sources of funding and prepare funding applications and budgets for NYDC and North Yell community group projects and activities. ● Act as Project Manager for current projects ● Complete applications for any consents required and oversee the planning process. ● Maintain constructive working relationships with community groups, staff from public, voluntary and private sector organisations working to create economic and social development in North Yell. ● Oversee management of sub-contract organisations and manage contracts as required. ● Oversee management of the Cullivoe Harbour Industrial Estate including existing and new leases, rent, rent invoicing and maintenance ● Oversee management of Cullivoe Marina including collection of annual fees and berth deposits, maintenance, visitor berth payments, the Crown Estate lease and invoicing. Liaise with Marina Users Group. Oversee cleaning of shower and toilet block. ● Oversee collection of visitor berth and caravan fees. ● Assist with promotion and education of the organisation aims and objectives. ● Develop and oversee initiatives and opportunities made possible by NYDC income
<p>CIRCUMSTANCES OF POST</p>	<p>The post is permanent and will be based at North Yell. Office equipment will be provided.</p> <p>The post holder is expected to work for 37.5 hours per week. Normal working hours are Mon – Fri 0830 – 1700 with one hour for lunch. There will be some evening meetings and flexible working is possible.</p> <p>The post holder will need to liaise and work with a wide range of organisations located both within and outside Shetland. Some travel may be necessary subject to agreement with the line manager. Any agreed travel and subsistence costs will be reimbursed at Scottish Government public sector standard rates. Details of rates will be available.</p>
<p>HOW TO APPLY</p>	<p>Please send a short and relevant CV and a one-page cover letter referring to the Person Specification to andrew@northyell.co.uk by Friday 5th March March 2021.</p>
<p>SALARY</p>	<p>£38-43,000 per annum, depending on experience</p>
<p>DATE PREPARED</p>	<p>February 2021</p>

**NORTH YELL
DEVELOPMENT
COUNCIL
FACTSHEET**

- North Yell Development Council is a Company Limited by Guarantee, and it is a registered charity.
- Its activities are limited to its geographical area which is defined by the postcodes of the North Yell area. It has about 60 members.
- The membership elects a board of directors each year at the AGM.
- NYDC is the sole shareholder of Garth Wind Ltd which owns 5 Enercon E44 turbines with an installed capacity of 4.5Mw. It has a gross income of £1.1m pa.
- Profits from Garth Wind will fund the employment of a manager and will provide substantial sums for community development amounting to a conservative £10m over the life of the wind farm.
- Community development investment will be based on a community development plan produced by community input derived from extensive consultation. NYDC will make policies on which to base investment decisions in order to make this a transparent process.
- NYDC hope that external match funding can be secured where possible to supplement wind farm profits to maximise community benefit.
- NYDC owns Cullivoe Harbour Industrial Estate and is in the process of expanding this by developing an area double the original site area.
- NYDC also plans to establish a new marina and caravan slots adjacent to the industrial estate.
- The industrial estate expansion and new marina project has secured funding of £1.5m and it is hoped that construction can start in 2021.
- NYDC directors hope to enhance its role in the community in the future by providing practical and financial support to other community groups.