**Community Development Manager (Maternity Cover)**

**Job and Person Specification**

**Muir of Ord Development Trust**

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Community Development Manager (Maternity Cover) |
| **Accountable to:** | The Trust Board |
| **Direct Report/ Support:** | Chair of the Board of Trustees |
| **Employment Status:** | One Year fixed term |
| **Terms:** | Salary: £25,000  37.5 hours per week, some evening and weekend work required |

**Location:** The post is based in The Muir Hub in Muir of Ord

**Background**

We are looking for a highly organised person with excellent people skills for the role of Community Development Manager for the Muir of Ord Development Trust while the postholder is on maternity leave. The Trust was established in 2011 taking ownership of key community assets such as The Muir of Ord Village Hall and The Muir Hub (previously a derelict old school building). Our aim is to advance community development, including urban and rural regeneration.

Our key focus is to provide recreational facilities and activities to benefit the whole community. We provide comprehensive year-round access to our facilities and a wide-ranging programme of activities for all. We’re working across our community and the wider Highland network to improve the physical, mental and emotional health and well-being of individuals & groups and to increase and strengthen a sense of community.

The organisation has 2 members of staff and is managed by a board of directors. We also have a network of over 50 dynamic volunteers whose vital input supports the activities and running of the facilities.

**Main Purpose of the Job:**

To support the Trust Board to contribute to the economic, social and regeneration of Muir of Ord through the successful operation and development of community facilities and the Trust’s community activities and events.

**Duties & Responsibilities**

* To oversee the management and smooth running of the Trust’s community facilities to ensure that they are

- successful in meeting the needs of a wide range of groups;

- vibrant well-run facilities for the local community, tenants, hirers and other users

- financially sustainable through earned income and;

- achieves the outcomes agreed with funders.

* To provide effective team leadership, line management & support to all other staff and volunteers
* Manage the day-to-day volunteering operation and recruit and support a large network of volunteers
* To ensure that the safety and quality standards are maintained at venues to provide a welcoming, safe, informative and stimulating environment.
* To develop initiatives with partner agencies, encouraging broad community participation and use of the venue’s facilities and services.
* Quality management such as maintaining accurate records, effective systems for bookings, rotas and security
* Co-ordinate all marketing activities, including utilising social media platforms, to promote venues to raise profile and generate income.
* Business development including implementation of approved business plans, monitoring and reporting on outputs and outcomes to the Board and to others as directed by the Board.
* Budget and financial management
* Ensuring effective maintenance of the building – including overseeing building maintenance and supervising others regarding work in the building and grounds and ensuring all equipment is maintained
* Work with the Community Development Group to support and develop local interest groups and activities
* Support the Trusts outreach activities and events, which may include evening and weekend working
* Work closely with the hub cafe operator to ensure the success of the cafe
* Maintain and develop effective working relationships with appropriate outside agencies
* Assist with securing grant funding to support the Trust’s work and report back to funders with monitoring and evaluation progress
* Undertake other tasks at the discretion of the Board.

This list of duties is not exhaustive and will be reviewed periodically in discussion with the post holder.

**Person Specification**

1. **Skills, Knowledge and Experience**

**Essential**

* A proven track record of working effectively in a community-based service or working at a community level for two years or more;
* Can demonstrate a solid understanding of a community led approach to development;
* Excellent written and verbal communication skills;
* Excellent interpersonal skills with people from a wide range of backgrounds;
* Experience of effective partnership working;
* Experience of managing budgets responsibly;
* Experience of organising and prioritising own workload with minimal supervision;
* Experience of supporting the development of groups/networks/committees;
* Experience of supporting staff and/or volunteers;
* Experience of coordinating, promoting, publicising and delivering events;
* Competent computer skills including Word, Excel and PowerPoint,
* Ability to work flexibly

**Desirable**

* Community Development degree and/or diploma;
* Development of web and social media initiatives and tools;
* Experience of working successfully with a wide range of funders;
* Experience in financial administration including the use of QuickBooks and cash handling
* Knowledge of statutory and voluntary services at a local level;
* Driving licence and own transport.