



**Job Title: Strathfillan Community Bike Skills Park: Project Officer.**

**Term: Fixed Term 4-month contract (December 2021 to March 2022), with a view to extend for an additional 6-months plus.**

**Hours: 15 hours per week**

**Salary: £13p/h (£25,350 pro-rata).**

**Deadline: December 12<sup>th</sup> 2021.**

### **Job Summary**

Here is an exciting opportunity to work in the beautiful Loch Lomond and Trossachs National Park. You will be employed by Strathfillan Community Development Trust (SCDT) to deliver the construction phase of Strathfillan Community Bike Skills Park in Tyndrum Community Woodland. The job will comprise of two parts: the first being the initial project planning and securing funding; the second the delivery of the construction of the Bike Skills Park.

You will work closely with SCDT, particularly the Bike Skills Park Working Group, and in partnership with our landscape and bike trail consultants and designers, Craignish Design and Cycletherapy. Your line manager will be SCDT's Development Manager, and you will also report to SCDT's Board of Trustees.

Equipment and travel expenses will be provided, and there is a small administrative budget.

The role will run from December 2021 to the end of March 2022, with a view to extending to cover the delivery of the whole project once funding has been secured. The role will be the equivalent of two days per week, equating to 270 hours over the four-month period.

### **Key Roles and Responsibilities**

#### **Part 1:**

- To work with the Development Officer, Bike Skills Park Working Group, Craignish Design and Cycletherapy to produce Project Management and Delivery Plans for Phase 2.
- To explore and devise a funding schedule.
- To apply for and secure funding for the construction of the Bike Skills Park and to continue the Project Officer Role beyond March 2022.

#### **Part 2 (once funding has been secured):**

- To work with our consultants Craignish Design and Cycletherapy to produce and issue Tender Briefs for contractors based on the Phase 1 plans and costings.
- To work with Craignish Design and Cycletherapy to commission suitable contractors for the build.
- To work develop and agree work schedules and delivery milestones with Craignish Design, Cycletherapy, the Development Officer, and the Bike Skills Park Working Group.
- To co-ordinate and manage regular feedback sessions, including weekly reports, monthly meetings and Milestone Delivery Meetings with the consultants and the Trust Board.
- Develop and produce a costed Annual Management Plan for the Bike Skills Park.



- Investigate potential income streams for the Bike Skills Park and put into place if suitable.
- Explore and develop ways to promote and advertise the Bike Skills Park regionally and nationally.

## **General:**

- Undertake the day-to-day project management of Phase 2, with support from the Development Officer, the Bike Skills Park Working Group, Craignish Design and Cycletherapy.

## **Essential Skills and Abilities**

- Experience of planning, managing, and delivering moderate to large projects.
- Practical experience in fundraising and securing funding from a wide range of sources.
- High standard of written and verbal communication skills, including report writing
- Good IT skills, including working with Microsoft Office programmes (Excel, Word, Outlook, Teams), and working with the Cloud (Dropbox).
- Good communication, negotiation, and people skills.
- Positive attitude, enthusiasm, and 'drive'.
- Self-motivating and organised with the ability to work under own initiative and as part of a team.
- Patience, persistence, and determination to see things through to a conclusion.
- The ability to work alone for extended periods.
- Availability to work evenings and occasional weekends (to form part of the contracted hours).
- Own transport and willingness to travel within Scotland when necessary.
- Ability to work from home is essential.

## **Desirable Skills and Abilities**

1. Education to degree level or equivalent preferred.
2. Experience delivering path or trail projects.
3. Experience working with community groups and/or volunteers.
4. Budget management skills.

## **If you are interested in the post or would like more information:**

Please contact our Development Manager, Kelly Clapperton, by emailing [kelly@strathfillancdt.org.uk](mailto:kelly@strathfillancdt.org.uk).

**Deadline: December 12<sup>th</sup> 2021.**