**Hillwood Trust – Community Development Manager**.

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| **Job Title** | Hillwood Community Trust - Facility Activity Development Manager |
| **Hours** | 37 Hours  |
| **Salary** | **35,000**  |
| **Term** | 3 years Fixed Term |
| **Location** | Muirshiel CrescentGlasgowG53 6PW |

**Recruitment Timetable**

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| **Closing date for applications** | Monday 31st of January 2022 (5pm) |
| **Interview Date** | Week Beginning 7th of February 2022 |

**Background**

Hillwood Community Trust is about to embark on a period of growth and we require a well organised, proactive and vibrant person to manage and develop the facility and associated activities through this exciting phase.

The Trust is currently focussing on two core functions; developing the facilities and supporting complementary activities that will improve the quality of life for those residents in the communities that access our facilities.

The purpose of the post is to lead, manage and deliver our current activities while developing a core team of volunteers to expand and grow activities to meet the objectives of the Trustees and meet the needs of the local and wider area.

Initially this post will be working from home. However, it is expected that the post holder will combine work from home with work from the Trust’s facilities in Priesthill.

**Key Duties**:

* Contribute to the strategic decision-making process regarding current and future aspirations for The Trust.
* Manage and develop Hillwood Trust activities in line with our vision and objectives.
* Provide updates and monitoring information required by funders.
* Report quarterly to the Board of Trustees via a detailed management report, including financial and performance results.
* Manage and develop the facilities.
* Manage the budget, lever in funding and further develop the financial sustainability of the charity.
* Continually evaluate and seek to improve the organisations project activities
* Develop and manage partnerships with key stakeholders from the private, public, third sector, funders, Scottish FA locally, regionally and nationally.
* Supervise all facility bookings/admin procedures.
* Identify and secure additional funding streams in order to grow / sustain all projects.
* Manage projects within agreed budgets.
* Develop and Manage volunteer programme and link with the local Third Sector Interface
* To assist in the development and implementation of all marketing initiatives ensuring projects are fully subscribed and sustainable.
* Ensure that all Trust policies and quality assurance standards are developed and in place and that any relevant training is put in place for staff/volunteers and Trust members.
* Ensure that relevant Risk Assessments are implemented and updated where required.

**General Responsibilities**

* Maintain Continuous Professional Development by attending any relevant courses, meetings, workshops, seminars and any other related events.
* Participate in Board meetings designed to monitor progress, identify new directions and other general related issues.
* Undertake other duties which may be designated from time to time by the board of trustees to achieve the Trust’s aims and objectives, including representing the Trust on occasions at functions and events as required.

**Skills and Experience**

Hillwood Community Trust is looking to employ someone who has acommitment to asset-based community development and real desire to make a positive difference to disadvantaged communities. We need someone who will be proactive, and solution focused.

Given current and changing health protections we require someone who is flexible, and willing to work in a constantly changing environment and help us to firmly establish the Trust as a community anchor organisation.

Importantly we require someone who is conscientious and responsible and is capable of supporting, developing and inspiring others in a way that will make a real positive change in our community.

**Essential**

* Community Development Experience within a community setting.
* Experience of programme project design, development and coordination.
* Track record in establishing and developing strategic and operational partnerships with external organisations including statutory and charity/voluntary sectors.
* Good verbal and written communication skills.
* Experience of team/volunteer management and encouraging a culture of continuous improvement and individual and team development.
* Track record in successful project / enterprise development and management and bid writing and budget management experience.
* Driving licence and access to a vehicle.

**Desirable:**

* Knowledge of community development / regeneration.
* Experience of business and financial planning.
* Experience of devising and delivering training programmes for a range of audiences. Knowledge of the social enterprise sector and business development.
* Experience of working with local authorities and public sector contracting.