

# VALE OF LEVEN TRUST

## Job Description – Development Manager

<b>Job Title</b>	<b>Development Manager</b>
<b>Location</b>	<b>Vale of Leven G83</b> (with occasional travel to attend meetings and other events outwith the area).
<b>Responsible to:</b>	<b>Chairperson &amp; Management Committee</b>
<b>Salary:</b>	<b>£32,000 - £35,000 + pension</b> (dependent on experience & qualifications).
<b>Hours per week</b>	<b>35 hours</b> – this will include some weekends & evening working.
<b>Contract type</b>	<b>Probation Period for 3 months thereafter Fixed term contract until 31<sup>st</sup> July 2024.</b>
<b>PVG Membership Scheme</b>	<b>The successful candidate will be subject to a Disclosure Scotland check as part of our safer recruitment procedures.</b>

Closing date for application is: **Tuesday 8<sup>th</sup> February 2022.**

Interviews are expected to be face to face however this may change depending on any amendment to the COVID19 guidelines set out by the Scottish Government.

Completed applications should be submitted by email no later than Tuesday 8th February 2022 to The Vale of Leven Trust: [info@valeofleventrust.com](mailto:info@valeofleventrust.com)

If a paper application pack is preferred please email or contact us on 01389 752629 (leave a message with your name, contact number and address) and this will be posted to you.

**Organisational overview:**

The Vale of Leven Trust (VOLT) attained Charity Status in 2017 and our Charity is based in West Dunbartonshire. The Vale of Leven encompasses Alexandria, Tullichewan, Levenvale; Haldane; Jamestown; Dalmonach, Bonhill and Balloch, Balloch is known as the gateway to Loch Lomond. Alexandria Town Centre is the main shopping area for the Vale of Leven and is known as ‘the *Heart of the Vale*’.

VOLT is a local charity run by local people who have witnessed a slow deterioration of a town and area in general that was more economically prosperous but has seen all our industry and large companies leave to countries overseas. We have become a commuter town which results in many residents not routinely being part of the community or visiting our town centre, resulting in reduced footfall leading to market failure in terms of variety and scale of locally accessible services and economy. Our area is 2 miles from Loch Lomond yet does not benefit economically from the high % tourists that visit this area.

The Vale of Leven has a range of social and health issues which place it in many of the lower reaches of Scottish Index of Multiple Deprivation (SIMD) 2020.

Our General Target Outcomes are:

- To improve the economy of the town of Alexandria:
- Improving the physical environment of Vale of Leven
- Investigating how the economy / footfall can be increased within the Town Centre;
- Investigating how the lives of residents can be improved against the current more negative outcomes noted in the WDC SIMD (2016 & 2020).

The Vale of Leven Trust has to date set up of an Active Travel Hub temporarily located in Alexandria Town Centre. We are in the early stages of a weekend activity calendar of events for local people and the possible creation of a regular Outdoor Market. We are on the cusp of another large initiative, being a possible asset transfer of Alexandria Community Centre including the creation of several social enterprise businesses. This will be informed by local consultation and feasibility studies in the town and surrounding areas over the next few months. Our work has been informed by previous consultations the most prominent being our Place Standard Report undertaken in 2019. <https://bit.ly/VOLTplacestandard>



## **Context to the Role**

The Scottish Governments '*Strengthening Communities Programme Award*' has enabled VOLT to create an exciting job role for someone to bring management skills in developing projects from the idea / feasibility stage into creation. The Development Manager role will be to manage the current staff team, develop and implement several proposed projects and to deliver on current projects. To be successful, you will need a proven track record in working with and alongside communities, community organisations and statutory bodies. The ability to communicate and work alongside various professionals from building and business communities would be advantageous. You will have first rate facilitation, communication and writing skills. As a key member of the team, you will be expected to contribute to the strategic direction of VOLT through consultation, development and business planning.

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Overall responsibility for all aspects of development and management of the different projects and proposals for The Vale of Leven Trust;
- Management and supervision of staff involved in the current and proposed projects;
- Providing effective management of the staff team including regular support and supervision, appraisals, skills and capacity development, and training.
- Work with staff to recruit, train support and supervise, volunteers from the local area;
- Maintaining good communication, consultation, and decision-making structures with and amongst staff to enable them to understand and contribute to the development of their projects and overall promotion of the aims of the organisation;
- Develop working relationships with the range of professionals who could be providing advice, guidance and consultancy to VOLT such as but not restricted to Architects', Surveyors, Business Planners and Energy Consultants.
- The ability to work in a confident self-managed approach, being creative and innovative in the process.
- Support and promote the shared values, approach and ethos of The Vale of Leven Trust;
- Work with staff, other professionals and the Management Committee to develop business plans with a view to long term strategic sustainability of VOLT;
- To work with the Management Committee to ensure the organisation meets all legal and governance requirements.
- Ensure timely risk assessments are undertaken for all activities and establish relevant Health and Safety procedures;
- Undertake and support the staff / volunteers to capture appropriate information accurately enabling robust impact assessment, delivery of funding agreements and the effective use of our resources;
- Monitor, evaluate and summarise the impact of delivery of our projects to meet the needs and requirements of funders and any other appropriate body;
- Produce regular reports for the Management Committee & relevant Steering Groups and chart progress against the different project Outcomes;
- Assist and oversee the production of quarterly reports / newsletters for the Members of The Vale of Leven Trust and other relevant interested parties;
- Deal with enquiries including communication by telephone, email, social media, on-line and face-to-face;
- Oversee the appropriateness and use of social media and marketing using a variety of platforms to increase awareness and ensuring projects are supported and sales (where appropriate) are optimised;

- Oversee the design and production of marketing material associated with the development of our different Projects in and around the Vale of Leven & West Dunbartonshire;
- Carry out other duties which may reasonably be required in light of the main purpose of the job.

**The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.**

**The successful candidate will be subject to a Disclosure Scotland check as part of our safer recruitment procedures.**

**This post is funded on a fixed term basis until July 2025 and is funded by ‘*Strengthening Communities Fund*’.**

**PERSON SPECIFICATION:** Development Manager

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experience or relevant training in support & supervision, leadership & management and quality improvement.	Be in possession of a relevant certificate, diploma or degree qualification.  Experience of managing staff.
Strong team working skills and a flexible approach to handling changing work demands as part of a team, including setting realistic expectations on what can be sustainably delivered by yourself and others.	Experience of working with Volunteers’.  Experience of developing and delivering training to volunteers.
Excellent communication skills with a variety of audiences (e.g. funders, Management Committee, staff and the public).	Relationship / partnership building / skills in promoting the needs of VOLT and the local area
Able to identify, organise and prioritise tasks in order to achieve project objectives, meet deadlines and respond to emerging needs.	A creative and enthusiastic approach to problem solving.
	Relevant knowledge that would be of benefit in carrying out project work in any of the following: community ownership; community energy generation; building construction; sustainability / climate change impacts.
	Negotiating, agreeing, supervising, and monitoring contracts, and developing effective working relationships with suppliers and contractors.  Ability to contribute to complex operations and projects.
Basic understanding of budgeting and financial responsibility and reporting.	Excellent Project Management skills (including budget management skills).

Ability to put in place appropriate financial controls to ensure projects are delivered within set budgets.	Experience in developing income generation to sustain and support the projects of VOLT.
Identifying and securing funding opportunities to further develop and increase sustainability of the Trust.	Experience of completing funding applications for small / medium / large projects.
Knowledge of health and safety regulations.	Understanding of all aspects involved in the establishment of a multi-purpose building including health and safety, statutory frameworks and governance.
Proven ability to liaise and communicate effectively with individuals and groups to build relationships and partnerships with others including networking with organisations.	The ability to promote <i>The Vale of Leven Trust</i> using a range of digital platforms and new technologies.
Ability to maintain records/reports of activities to demonstrate work being carried out.	
Ability to work independently, as both part of a small team and remotely.	Able to work under pressure and public scrutiny and deliver results to tight deadlines.
Experience of using IT equipment and systems especially Microsoft Office Word & Outlook.	Proficiency with intermediate IT skills including MS Office, and able to pick up basic use of website content management.
Flexible approach to role remit and willingness to develop the work of The Vale of Leven Trust.	
Be in possession of PVG membership or willing to become a member.	
The post will require some evening and weekend working to accommodate varying meetings, events and activities undertaken by VOLT.	