



Job Title: Development Manager

Salary: £30,000 per annum plus 3% pension contribution

Location: Thurso CDT Offices, 1 Rotterdam Street, Thurso

Hours: 40 hours per week

Contract: 12 months with potential to extend subject to funding

Reports to: Thurso Community Development Trust Board of Trustees

Closing date: Monday 30th January 2023 at 5pm

BACKGROUND AND PURPOSE OF THE JOB

Thurso Community Development Trust formed in January 2018 with the core aim of making Thurso a better place to live, work and visit for all through community led sustainable development. Projects, initiatives, facilities and services developed by the Trust are formed on the basis of community need through extensive consultation and involvement of our members and wider community. A 5 Year Strategic Plan was created in 2019 with strategic themes of Community, Environment, Social, Placemaking and Economic. The Trust are now in the process of formulating a new strategic plan through a wide ranging community consultation titled Future Thurso which will form the basis of a new 10 – 20 year plan towards a Net Zero Thurso.

JOB PURPOSE

The role of Development Manager is to work with the Board of Trustees and staff of Thurso Community Development Trust on the design, development and delivery of multiple projects operated by the Charity as outlined in the Strategic Plan to make Thurso a better place to live, work and visit. The role of Development Manager is central to the organisation developing projects for onward operational delivery by staff and representing Thurso Community Development Trust with key stakeholders. The Trust is a forward thinking and proactive organisation with ambitions towards further community ownership of assets in the community including a Community Hub and taking an enterprising yet evidence led approach to sustainable community development.

MAIN DUTIES & RESPONSIBILITIES

- To play a key role in the development of Thurso Community Development Trust
- To develop policies and procedures ensuring annual review
- To work with the Board of Trustees to ensure the organisation meets all legal and governance requirements.
- Providing leadership, direction and motivation for all staff
- Ensure and provide effective project management strategies and processes across a range of projects, initiatives, events and activities
- Develop, maintain and work towards reducing carbon emissions in the Thurso community working with the Board and Staff on the design, development and delivery of projects which create a shared community ambition towards net zero through a just transition

- Developing staff capacity and capability
- Building and maintaining a high-performance culture, ensured through effective management
- Developing and maintaining effective working relationships with the Board of Trustees
- Ensuring effective management of human resources, including regular support and supervision, appraisals, skills and capacity development, and training.
- Maintaining good communication, consultation, and decision-making structures with and amongst staff to enable them to understand and contribute to the development and promotion of the aims of the organisation.
- To review and develop opportunities for community ownership in the Thurso Community
- To support the delivery of Thurso Community Development Trust strategic plans set by the Board of Trustees
- To report to Thurso Community Development Trust monthly board meetings
- To frequently interact with community members and stakeholders
- To identify funding opportunities and prepare funding applications
- To identify and take opportunities for partnerships, collaborations and projects
- To work with wider local, regional and national partners relevant to the delivery of Thurso Community Development Trust's projects, strategic plan and future direction
- To build new and strengthen existing social connections in the community
- To help develop innovative approaches to encourage community members to become involved in the future of Thurso
- To manage assigned work projects within allocated time scales
- To monitor and report to grant funders
- To contribute to the promotion and marketing of Thurso Community Development Trust
- To manage general telephone, email and office enquiries relevant to the post
- To be responsible for other relevant duties
- To manage the office and staff
- To attend events and represent Thurso Community Development Trust
- Together with the Board of Trustees, developing a financial strategy which will support the design, delivery, and development of a range of high-quality projects, facilities and services
- Ensuring that all necessary monitoring and evaluation of finance is undertaken.
- Ensuring that all necessary monitoring and evaluation of social impact is undertaken
- In conjunction with the Board, ensuring the proper strategic and day-to-day financial management of the organisation, including budgeting, risk management, monitoring and effective controls and the preparation of regular reports.
- Ensure effective processes and financial controls
- Agree budgets across all services with the Board of Trustees
- Provide financial projections against agreed budgets as required
- Ensure that regular financial reports are produced for the Board of Directors
- Ensure that all service and project budgets are well-managed and monitored, delegating responsibilities as outlined in staff individual project plans
- To ensure high quality annual reporting to the Office of the Scottish Charity Regulator (OSCR)
- Any other reasonable task

Person Specification

Skills, Knowledge and Experience

Essential

- Knowledge and understanding of the grant funding application process
- An understanding of partnership working
- Experience of organising and participating in events
- Good written and verbal communication skills

- The ability to work as part of a team as well as on your own
- Ability to manage time effectively, work to deadlines and willingness to work outside normal hours when necessary
- Conversant and competent with IT systems and social media
- Experience of developing and delivering a range of projects and services
- An ability to enthuse, motivate and inspire other to contribute more effectively to the regeneration of their community
- Knowledge and understanding of the local, regional and national stakeholders, networks and partnerships
- Knowledge and understanding of the climate emergency and community approaches to reducing carbon emissions
- Knowledge and understanding of sustainable community led development

Desirable

- 2 years' experience in a similar role
- Experience of the challenges faced by voluntary organisations within an increasingly complex funding environment
- Experience of managing staff
- Business enterprise skills
- A knowledge and understanding of the issues facing communities
- Experience of working with volunteers and committees
- Managing websites and digital marketing
- Experience of financial management
- Experience of strategic planning
- Experience of managing multiple projects simultaneously
- Experience of the community asset transfer process and community ownership

Informal enquiries may be made to joan@thursocdt.co.uk or by telephone and requesting Joan to 01847 867310.

Applications are requested by application form only, CV's will not be accepted.