

North West Highlands Geopark Manager Job Advertisement

PURPOSE: To provide operational leadership to the North West Highlands Geopark Ltd.

This is an important opportunity for a dynamic and hardworking individual to step into a leadership role with the North West Highlands Geopark Ltd, a Company and a Charity with the Vision for “the North West Highlands to become a thriving and sustainable rural economy capitalising on the assets and people of the Geopark in partnership with local government, relevant agencies and local businesses.”

The postholder will have overall operational responsibility for delivering the organisation’s business plan, managing the ACT Geopark programme and developing partnerships and projects that will strengthen and grow the Charity’s impact.

They will manage contractors and volunteers and any staff who are appointed to the team and facilitate the effective working of the Board of the organisation.

Learn more about our Geopark and our organisation here: www.nwhgeopark.com

Who we are and why we do what we do

The Charity is the management body for the Geopark. Directors and staff are (mainly) rooted in the local community—we are a group of (mainly) local people who are involved in the Charity because we care passionately about our area and we want to see it thrive—economically, socially, culturally and environmentally. We want to look after it, and to share with others its outstanding beauty and heritage.

Principal Activities of the Charity

The Charity:

- Manages the Geopark
- Develops and delivers projects and programmes, usually with a range of partners
- Has a focus on: geo-heritage conservation; promoting the area as a responsible tourism destination, with the emphasis on geoheritage; environmental education; and telling the story of the landscape and its people.
- Builds networks locally, national and internationally to support heritage-led sustainable development in the North West Highlands

Why work with us?

Working for North West Highlands Geopark Limited allows you to play your part in something unique and special. You can help us to look after the Geopark, and help people celebrate and learn about it, whilst at the same time supporting local communities.

Working with us allows you to meet and work with like-minded people. You’ll have plenty of opportunity to share your passion for the areas and your knowledge to introduce people to all the Geopark has to offer.

We can provide you with the opportunity to learn new skills and be part of a global movement — the Geopark concept is very diverse and incorporates governance, regional management, international development, heritage, science and culture!

Program summary

The ACT Geopark programme will ensure more people, and new audiences can better explore, enjoy and understand the landscape of the North West Highlands and its stories in ways which engage communities and support the local economy.

It will deliver a suite of projects over a three-year period to help people access, connect with, and take part in UNESCO Global Geopark activities. The main outputs of the program will be educational enrichment for school age children, a young geologists club, a marine heritage 'blue route' and a pilgrim's trail. Alongside these we will work with artists and makers to communicate the significance of the region's geological heritage to a wider audience than ever before, helping communities and visitors to form deeper connections with their landscapes through arts and science communication.

Specific duties summary

You will:

- Provide advice and assistance to the Trustees/Directors as they update the organisation's business plan to ensure that strategic and operational plans comply with both OSCR regulations, and the framework established by the UNESCO Global Geoparks program
- Develop, and support the delivery of, programmes of interpretation, education and responsible tourism, based on the area's geological and landscape heritage.
- Oversee the day-to-day delivery of operational activities and manage Geopark led projects.
- With support from the Board, recruit and manage such staff, contractors, and volunteers necessary for delivery of the projects and assist in the appointment of operational staff as required.
- Ensure a range of reporting mechanisms across the organisations to manage both individual and organisational performance, ensuring accurate reporting to the Board and funders.
- Develop and maintain a communications strategy and promotional activities including managing social media accounts, and press relations.
- Grow and maintain the organisation's aspirational projects list, prioritisation matrix and project tracker.
- Work with the Treasurer to produce and manage annual designated operational and project budgets and report against them, including the statutory annual financial report.
- Work with the Projects and Fundraising director, Treasurer and Fundraising Specialist to set targets and monitor progress.
- With support from the Board, develop and deliver the Stakeholders strategy.
- Participate in Working Groups of the North West Highlands Geopark Ltd board, attend Board meetings and meetings of the NWHG (Trading) Ltd board as required
- Represent the Geopark and North West Highlands Geopark Ltd to external organisations, including the Co-ordination Committee of the Global and European Geoparks Networks and associated groups such as the UK Committee for UNESCO Global Geoparks, and local regional, national, and international fora and partnerships.
- Occasional planning and delivery of guided walks and other events as required.

Person specification summary

- Post-graduate level in a relevant subject or with at least 10 years relevant experience in a similar role
- Programme management experience/qualifications
- Community engagement experience
- Driving licence or access to transport essential
- Willingness to travel to meetings and stay overnight occasionally.

Other details

Type of contract:	Permanent
Hours:	Full-time (37.5 hours per week), consideration for part-time possible
Holidays:	32 days inclusive of statutory & other public holidays applicable in Scotland
Salary:	£28,000 – £35,000 per annum FTE equivalent plus expenses
Pension:	3% employer contribution to a group auto-enrolment pension scheme
Reporting to:	Geopark Chair
Location:	Office – a mix of The Rock Stop, Unapool, IV27 4HW and home-based. Other work in the communities in and around the Geopark.
Vehicle:	Own vehicle (mileage rate applies).

North West Highlands Geopark standard terms and conditions of employment apply.

Closing date for applications: 7th April 2023

Shortlist date: 12th April 2023

Interview date: 19th April 2023

To apply send a c.v. including contact details of two referees and a covering letter that sets out your experience and approach to the role to laura@nwhgeopark.com by 12 midnight on the closing date

Further information contact: laura@nwhgeopark.com

Discussion and questions are welcome before the closing date.

North West Highlands Geopark Manager Job Description

1. **POST TITLE:** Geopark Manager
2. **HOURS OF WORK:** 37.5
3. **SALARY:** £28,000 – £35,000
4. **LOCATION:** A mix of The Rock Stop, Unapool, IV27 4HW and home-based
5. **REVIEW:** April 2024

6. **ACCOUNTABLE TO:**

The post holder will be accountable to the Chair of the Board of North West Highlands Geopark Ltd

7. **ACCOUNTABLE FOR:**

Volunteers, staff or trainees as may be appointed to projects.

8. **PURPOSE AND DESCRIPTION OF ROLE:**

To provide operational leadership to the North West Highlands Geopark Ltd.

The postholder will have overall operational responsibility for delivering the organisation's business plan and developing partnerships and projects that will strengthen and grow their Charity's impact.

They will manage contractors and volunteers and any staff who are appointed to the team and facilitate the effective working of the Board of the organisation.

9. **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

- Provide advice and assistance to the Trustees/Directors as they update the organisation's business plan to ensure that strategic and operational plans comply with both OSCR regulations, and the framework established by the UNESCO Global Geoparks program.
- Develop, and support the delivery of, programmes of interpretation, education and responsible tourism, based on the area's geological and landscape heritage.
- Oversee the day-to-day delivery of operational activities and manage Geopark led projects.
- With support from the Board, recruit and manage such staff, contractors, and volunteers necessary for delivery of the projects and assist in the appointment of operational staff as required.
- Ensure a range of reporting mechanisms across the organisations to manage both individual and organisational performance, ensuring accurate reporting to the Board.
- Develop and maintain a communications strategy and promotional activities including managing social media accounts and press relations.
- Grow and maintain the organisation's aspirational projects list, prioritisation matrix and project tracker.
- Work with the Treasurer to produce and manage annual designated operational and project budgets and report against them, including the statutory annual financial report.
- Work with the Fundraising director, Treasurer and Fundraising Specialist to set targets and monitor progress.

- With support from the Board, develop and deliver the Stakeholders strategy.
- Participate in Working Groups of the North West Highlands Geopark Ltd board, attend Board meetings and meetings of the NWHG (Trading) Ltd board as required.
- Represent the Geopark and North West Highlands Geopark Ltd to external organisations, including the Co-ordination Committee of the Global and European Geoparks Networks and associated groups such as the UK Committee for UNESCO Global Geoparks, and local regional, national, and international fora and partnerships.
- Occasional planning and delivery of guided walks and other events as required.

10. AUTHORITIES:

The Geopark Manager is Authorised to undertake activities essential to the delivery of duties described in this document and in the NWHG Ltd Scheme of Delegation and Manual of Financial Authorities. This includes recruitment and management of project staff, consultants and freelancers, spending within agreed budgets and development and delivery of strategy, policies and plans as agreed within Working Groups.

11. TRAINING:

You will be expected to participate in training as identified by the Board of Trustees in managing your development and your performance. You may also request specific training and North West Highlands Geopark Ltd will endeavour to meet such requests depending on available resources and relevance to job role.

12. PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualification	<p>Educated to post-graduate level in a relevant subject or with at least 10 years relevant experience in a similar role.</p> <p>Current valid driving licence and appropriate insurance (Or means of mobility support).</p>	<p>Degree or equivalent, in an Earth Science subject</p> <p>Agile Project Management</p> <p>Mountain Leader Award</p>
Experience	<p>Significant experience of:</p> <p>Multi-partner project management relating to natural and/or cultural heritage.</p> <p>Dealing with a broad range of people, but particularly the North West Highland community and their representative organisations.</p> <p>Sustainable community development</p> <p>NLHF and/or third sector Funding streams</p> <p>Project and budget management</p> <p>Writing detailed reports</p> <p>Making funding applications</p> <p>Communications including press relations and social media management.</p> <p>IT software packages such GSuite, MS Office, Adobe and GIS</p>	<p>Substantial experience of:</p> <p>Managing staff and volunteers</p> <p>Geoparks or other heritage-designated landscapes and their management.</p> <p>Projects and programmes focused on geological and landscape heritage.</p> <p>Reporting to and facilitating a board of trustees or directors</p> <p>Communicating science and/or cultural heritage to the public in accessible and interesting ways</p>

Skills / Knowledge	<p>Knowledge of geology and Earth science.</p> <p>Ability to communicate effectively both orally and in writing and to articulate and win support for the aims of Geopark designation and North West Highlands Geopark Ltd from a wide range of organisations from local groups to Government.</p> <p>Ability to develop partnerships and co-operation between organisations.</p> <p>Ability to undertake work with community groups and local businesses and to represent North West Highlands Geopark Ltd at public and other meetings.</p> <p>Awareness of and compliance with Health and Safety issues</p>	<p>Knowledge of at least one of environmental education or responsible tourism in a rural or heritage context</p> <p>Knowledge of the needs of the community and environment in the remote rural Scotland.</p> <p>Understanding of data protection and privacy issues and other legislation in the e-communication area.</p> <p>Ability to speak / understanding of Gaelic.</p>
Personal Qualities	<p>Capable of being a convincing advocate for and representative of the Geopark and North West Highlands Geopark Ltd</p> <p>Self-reliance, the ability to work without supervision and to motivate others.</p> <p>An organised approach to work and a capability to work under pressure of deadlines.</p> <p>Ability to develop ideas and present them persuasively.</p> <p>Self-awareness, tact and diplomacy</p> <p>Professional and highly motivated</p> <p>Demonstrable commitment to making a positive impact and contribution to the relevant field of work and associated communities.</p> <p>Willingness to work outside normal office hours and at other locations where required.</p>	<p>A personal commitment to and interest in Geoparks, natural and cultural heritage and sustainable community development in the North West Highlands</p>