

Job Title:	Development Manager
Employer:	Forres Area Community Trust
Pay Scale:	£35,500
Hours of Work:	35 hour working week, to be worked flexibly
Responsible to:	Chair of the Board
Contract Length:	12 months, with extension subject to funding
Pension:	Statutory workplace pension scheme
Holidays:	196 hours per year (including public holidays)

About Forres Area Community Trust (FACT)

FACT is a thriving third sector organisation that aims to make Forres a great place to live, work and visit. We follow the principles of sustainable development and our objects are to:

- advance citizenship and community development
- advance and protect the environment, culture and heritage
- advance education and lifelong learning for the benefit of the general public

FACT runs a number of projects to further these objects. FACT also owns Forres Town Hall, which is the base for these projects and a range of different activities offered by other user groups and organisations. Our next major step, having purchased Forres Town Hall through a Capital Asset Transfer, is to secure its long-term future through a major refurbishment programme and we are currently raising funds for this.

Post Aim:

- To manage the delivery of the strategic vision of the Forres Area Community Trust.

Main Duties

- To deliver FACT's Business Plan and promote, plan, resource, implement, monitor and evaluate its projects and work streams, including the development of revenue streams to support FACT's short and long-term objectives.
- To work with the local community to promote and support local projects within the aims of the Forres Area Community Trust.

Overall Purpose of the Job & Key Tasks

- To stimulate and support the development, funding, implementation and monitoring of the FACT Business Plan, under the direction of the Forres Area Community Trust Board of Directors.
- The Development Manager will have responsibility for the management of the day-to-day operations of FACT, its staff, assets and finances, including:
 - Line Management of the Finance and Operations Managers, working with them to ensure FACT delivers to a high standard
 - Line managing Project Development Officers and coordinating their activities
 - The development of possible projects that are consistent with FACT's Strategic Objectives including sources of funding, in conjunction with the Board
 - The generation and management of funding support and drawdown for agreed projects
 - Oversight and support of the implementation of agreed projects
 - Identifying and mitigating risks relevant to FACT and its activities
 - The keeping of records and preparation of progress reports as required by the FACT Board, external funders and statutory bodies
 - Ensuring high standards of compliance, service and record keeping on all activities undertaken by Forres Area Community Trust
 - Supporting the Board in their duties as Directors and Trustees
- Supporting the efforts of the local community organisations, in particular to enhance communications and networking and through providing information, advice, capacity-building and hands-on support and promoted co-ordinated working:
 - Maintaining constructive working relationships with groups within the community and with staff from public, voluntary and private sector organisations to ensure a co-ordinated approach and to enable acceleration of the social-economic regeneration through co-ordinated investment
 - Assisting in the development of business plans and funding proposals for those projects identified as priorities within the community growth plan, in conjunction with the community
- Carrying out any other relevant duties that may arise as the work of the Trust evolves

Main Tasks

Project Development and Management:

- Line manage and support the Finance Manager and Operations Manager as part of the senior management team
- Line manage and support the project delivery teams to deliver the aims and objectives of the funded project work
- Inform, support and liaise with any external consultants that have been contracted to undertake specific work streams for the organisation
- Develop project plans, funding strategies and delivery models to enable FACT to deliver its strategic objectives and make applications for funding and monitor, in line with the agreed strategies.

Monitoring and Evaluation

- Develop and implement processes for monitoring and evaluating FACT's work and the impact that we have in the area
- Prepare, review and submit reports to funders including budget spend, outcomes and outputs in a timely manner
- Monitoring and Evaluation of FACT's activities – assessment, reviewing and reporting for management and funders' purposes

Partnership Development and Community Engagement

- Working with and liaising with key stakeholders to create a better place to live, work and visit (including public bodies, other third sector organisations and agencies)
- Undertaking Community Engagement Events and Activities
- Community Capacity Development

FACT Management and Development

- Develop and monitor processes, in coordination with Finance Manager and Operations Manager, that ensure high standards of compliance, service and record keeping in all areas of FACT's activities including:
 - Human Resources including contracts and line management of staff
 - Risk Assessments and Risk Management, Health and Safety, Fire Safety and other procedures and compliance for operation of property
 - Financial record keeping and financial controls
 - Policies and Procedures – preparation, application and review in collaboration with other team members
 - IT management and administration (including outsourcing where appropriate)
- Coordinating with Finance Manager and Operations Manager on the efficient running of FACT's operations as budgeted
- Supporting the Board in their duties as Directors and Trustees

Person Specification

Essential

- Proven abilities and experience in leadership and management
- Proven abilities and experience in project development and delivery and in the identification and mitigation of risk
- Successful experience in staff management, whether in a business, community or voluntary organisation
- Excellent interpersonal skills, including the ability to work as part of a team or alone, to work well with individuals and groups in a cooperative way, to encourage and support others and to network effectively with key stakeholders
- An organised approach to work, with strong self-discipline and excellent time management skills,
- To work effectively to manage and deliver projects to agreed deadlines and budgets
- Excellent presentation, written communication and numeracy skills
- Good level of computer literacy with experience of use of computers and communication technologies
- Knowledge of the structures and roles of public agencies engaged in rural development
- Knowledge of funding sources and application processes
- Sound understanding of the development and needs of social enterprises
- Strong motivation and enthusiasm for the post and the role
- Flexibility for travel and ability to travel across Moray and Scotland
- Occasional overnight stays away from home to attend training and conferences etc
- Ability and willingness to work evenings and weekends will be required

Desirable

- Knowledge of the Forres area and the community
- A good standard of formal education to Degree level or equivalent
- Experience in a similar role and of working as part of a geographically widespread network
- A record of working successfully at voluntary and/or community level
- A record of successfully obtaining funding from grant making bodies
- Understanding of various computer programmes and applications including Xero, Airtable and Google workspace for non-profits and other software such as Google cloud storage
- Access to transport
- Qualifications in community learning and development

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.