

JOB DESCRIPTION

JOB DESCRIPTION	HDT/019
POST TITLE	Greenmyres Business and Operations Manager
DURATION	Permanent (37.5 hrs/wk.)
REMUNERATION	£34,000 - £36,000 depending on experience, per annum, plus pension contribution
REPORTS TO	HDT Joint General Managers

Background and Job Purpose

Huntly Development Trust (HDT) is an ambitious, active community anchor organisation serving the town of Huntly, Aberdeenshire and its wider rural catchment. We undertake a range of initiatives to make our community a better place to live, work and visit, both for now and the future.

One of our key projects since 2014 has been the development of a former 63-acre (25 hectare) farm, Greenmyres, into a vibrant community asset providing all kinds of benefit to locals and visitors alike. In an exciting new development, HDT has secured funding from the Scottish Government's Just Transition Fund through Opportunity North East's North East Adventure Tourism arm (NEAT) to develop adventure tourism facilities at Greenmyres.

HDT has secured support from The UK Shared Prosperity Fund and Smarter Choices, Smarter Places, to employ a Greenmyres Business and Operations Manager who will help us make the most of what this unique site has to offer. The successful candidate will be responsible for marketing and operating the existing site facilities, as well as leading the planning and delivery of future developments. This will ensure that the site delivers maximum benefit for a range of users, offers opportunities for (social) enterprise of all kinds and that it becomes financially self-sustaining.

Key Tasks

- Actively promoting the site and its opportunities, managing enquiries and securing bookings
- Liaising with users before, during and after their visit, ensuring that all equipment is ready for them to ensure a positive experience and that HDT obtains feedback to aid further development.
- Keeping the booking calendar updated and responding promptly to booking/information requests.
- Acting as operations manager for the site, completing regular maintenance checks, identifying and mitigating risks and organising repairs where needed
- Communicating with users of the site generally and managing potentially conflicting interests
- Designing and delivering a programme of appropriate on-site events to promote usage, especially related to cycling, watersports and active lifestyles, as well as land management for biodiversity, environmental education, rural skills and community growing.
- Developing and coordinating a programme of appropriate volunteer opportunities and managing volunteers
- Developing educational events and training courses



- Engaging, collaborating and communicating with the Greenmyres subgroup, HDT staff, Board, members, partners, the wider community and the project's major funders
- Establishing and developing partnerships with others, e.g., Networks of Wellbeing and Developing Mountain Biking in Scotland around a Trail Therapy and social prescribing to make Greenmyres a base for wellbeing in the North East
- Working with Huntly Travel Hub and other local cycling organisations to provide cycling confidence sessions to encourage more people to start travelling more actively around the town and district.
- Engaging with schools and youth organisations to offer cycling practice facilities to young people to promote and encourage cycling or travelling actively to school.
- Identifying possibilities to utilise the site as a sustainable travel outlet by introducing green electric vehicle charging.
- Collaborating with others on preparation of a holistic future site development plan and robust site business plan to ensure financial sustainability of the site.
- Identifying funding sources for future projects proposed on the site and helping prepare funding applications to make them happen.

Required Skills

A. Essential

- Self-motivated with the ability to work under own initiative. Can work well as part of a small dynamic team and has the good judgement on when to bring in others.
- Knowledge and understanding of operating a rural (community) facility, with an affinity for the outdoors, active travel and an enthusiasm to share that affinity with others.
- Experience and interest in adventure tourism e.g., water sports/cycling/active travel
- Ability to form partnerships and work with others in a constructive way.
- Marketing and promotion skills/commercial experience
- Project management skills and experience (including financial management) with the ability to juggle competing demands and priorities.
- Attention to detail.
- Ability to proactively identify and mitigate risks and examine/compile robust risk assessments.
- Good communication and presentation skills
- Fluent in the use of Microsoft Office applications, e.g., Word, Excel, Powerpoint and Outlook, and competent in the use of social media
- The ability/willingness to work flexible hours, including evenings and weekends, to reflect the nature of the post.
- Driving licence and access to own transport, although a Co-wheels vehicle and e-bike can be accessed through HDT's Huntly Travel Hub.

B. Desirable

- Practical knowledge and experience of working in the rural/adventure tourism sector with an ability and willingness to undertake hands-on jobs, if necessary
- Experience of or an interest in all or any of the following: land management for biodiversity, environmental education, rural skills, community growing
- Qualifications in outdoors-related activities, especially leading group sessions and/or volunteer management
- Experience of and ability to make high-quality funding bids.

Reporting Relationships (This job is indicated by *)

HDT Members

HDT Board | of Directors

HDT Joint General Managers

HDT Greenmyres Business and Operations Manager (*)

Other

- The postholder will be based at Greenmyres.
- The post suits a positive, outgoing, down to earth person who can deliver real and tangible results.
- The post-holder is entitled to 31 days paid holiday per year, including public holidays rising to 34 days after 5 years of continuous employment and 36 days after 10 years of continuous employment.
- HDT offers a contributory pension scheme from which the post-holder may opt out if they wish.

Please note, the purpose of a Job Description is to indicate the general level of duties and responsibilities, not to form an exhaustive or compulsory list of detailed activities.