



Love Kirkcaldy, Love Local

Development Manager

Job Description

Responsible to Love Oor Lang Toun's Board of Directors

Salary £33,500 per annum pro rata (pay rise under consideration)

Hours of work 21 hours per week (negotiable)

Place of work Flexible/hybrid

(Some home-based but an office base is being developed for LOLT which will require attendance from the postholder)

Contract Fixed term to 31st March 2025 with an intention to extend (subject to funding)

Holiday 33 days inclusive of public holidays per annum pro rata

Requirement The post-holder may be subject to a Disclosure Scotland check

Role description

The Development Manager will oversee the implementation of the Love Oor Lang Toun (LOLT) Strategy and business plan. This will include:

- Delivering the LOLT strategy 2023-2026 and its further development
- Managing projects that LOLT initiates
- Working with a range of partners and stakeholders - – this includes individuals, community groups, businesses/traders, public bodies, politicians, and third sector organisations
- Ensuring the successful overall operation of LOLT
- Attending Board meetings and providing reports as required
- Representing LOLT and promoting the principles of community-led regeneration in Kirkcaldy, locally, regionally, and nationally

Responsibilities

- Line management responsibility for one member of staff responsible for communications and marketing
- Deliver a range of projects as set out in the Strategy and any business plan relating to community regeneration, community empowerment, and participation
- Advise and report to the Board on project management and business matters relating to Love Oor Lang Toun
- Successful development and maintenance of a range of stakeholder relationships key to ensuring effective delivery of the LOLT strategy
- Work with the Board to set project goals and objectives, agree timelines and tasks, and outline resources necessary to successfully complete the projects
- Monitor the progress of projects, including addressing issues that may arise and ensuring project deliverables are completed on time
- Produce a risk management plan to minimize foreseeable disruptions
- Liaise with internal and external stakeholder organizations, including architects, planners and other contractors
- Update the Board and other LOLT groups on progress
- Develop and implement an effective communication and engagement strategy for the organisation to promote LOLT and its work
- Manage relevant budgets
- Develop and write funding applications, maintain good relationships with funders, and report to them on progress
- Participate in designing, submitting, and reviewing formal and informal tenders
- Lead and support project volunteers
- Undertake other duties in line with the job purpose

Essential Requirements

- Experience in regeneration, economic development or a related field
- Project management experience
- A track record of developing successful funding applications or business plans
- Minimum 1-3 years relevant work experience
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Office
- Negotiation and conflict resolution skills
- Highly organized with attention to detail
- Good management, leadership, and interpersonal skills
- Ability to present technical information clearly and concisely at a level appropriate to the target audience
- Ability to solve problems and recommending practical solutions
- Flexibility, creative thinking and adaptability
- Ability to effectively direct, coordinate, and follow up with partners to ensure timely completion of project deliverables
- Ability to work effectively under pressure and time constraints
- Demonstrated ability to prioritize and manage the workload of multiple projects
- Proven ability to effectively collaborate with internal and external stakeholders
- Approachable
- Proactive and self-motivated
- Strong customer focus
- Good team player
- Able to liaise effectively with a wide range of stakeholders – individuals, businesses, public, private, and third sector organisations
- Ability to work autonomously
- Ability to work well under pressure

Desirable requirements

- Project Management qualifications / certification
- Experience in working effectively in partnership with a range of public and third sector bodies
- Experience of community development and engagement