

Communities & Rural Development Manager Planning & Place Directorate



Cairngorms
National Park Authority
Ùghdarras Pàirc Nàiseanta a'
Mhonaidh Ruaidh

Fixed-term position for 18 months (maternity cover), 36 hours pw, Band E

Purpose:

This role will lead on community engagement, rural development and community empowerment activity within the Park Authority, creating opportunities for people living and working in local communities to actively contribute to the aims of the National Park.

The postholder will play a key role in ensuring our Cairngorms 2030 programme engages the right audiences and delivers on its commitments to communities across all 20 projects. They will also champion equalities, diversity and inclusion and build meaningful relationships with a range of under-represented communities across the National Park.

Responsibilities:

- 1. Strategic oversight of the Communities and Rural Development team**, including line management, budgetary oversight and coordination of key partnership meetings, eg Economic Steering Group, Digital Steering Group and the Cairngorms Tourism Partnership.
- 2. Empower communities to play an active role in how the National Park is managed**, supporting a range of community-based organisations and networks such as community councils, ward forums and community planning partnerships.
- 3. Lead community engagement for the Cairngorms 2030 programme, including acting as the lead for the Community Empowerment theme.** This includes coordinating engagement across all 20 projects, as well as specific project management, reporting and evaluation for five individual projects.
- 4. Manage the Park Authority's approach to developing a wellbeing economy for the National Park**, coordinating delivery of the Wellbeing Economy Action Plan, evaluating and reporting on progress, and collaborating with business and community stakeholders, eg the Cairngorms Business Partnership and GrowBiz.
- 5. Support community capacity-building and community-led project delivery**, including managing and overseeing all grant offers and service-level agreements which are delivered through the team. Ensuring that the team have sufficient capacity to advise local community development organisations on key outcomes, eg community asset transfers.

- 6. Oversee the Park Authority's approach to sustainable tourism**, including the delivery of the Sustainable Tourism Action Plan and facilitation of the Cairngorms Tourism Partnership. Ensure the team gather and disseminate reliable information / data to guide long-term decision-making.
- 7. Champion equalities, diversity and inclusion across the Park Authority and partners' work**, liaising closely with our internal Equality Advisory Panel. Prioritise activity that reaches under-represented communities and build long-term partnerships to break down barriers to inclusion.
- 8. Act as lead officer for all community-based consultations and research**, including overseeing the coordination and dissemination of the long-term resident and visitor surveys.
- 9. Work closely with the Park Authority's Communications team to effectively plan stakeholder engagement activities**, identifying the right approach for each individual audience and ensuring we feedback what we have learned and how we plan to take it forward.

General:

- Contribute to the work of the Communications and Engagement team, Planning and Place Directorate and Park Authority as a whole and ensuring compliance with financial procedures.
- Contribute to the delivery of the National Park Partnership Plan and Cairngorms 2030 programme objectives.
- Establish good working relations at officer level with partner organisations and stakeholders.
- Develop and manage funding partnerships, contractors, consultants, within budgets to ensure effective and efficient delivery of agreed programmes.
- To conduct other work, as necessary.
- All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person specification: knowledge, experience and training

Essential:

- Experience of leading on engagement and facilitation within a community setting, including innovative methods of engagement and reaching a variety of audiences.
- Experience of working with, and delivering through, community development trusts / community companies and similar organisations.
- Understanding of key principles and practices of community development and engagement, including the wider policy context and legal framework.
- Experience of line managing a team.
- Proven ability to resolve conflicts, problem solve and manage expectations.
- Excellent communication and interpersonal skills.
- Knowledge and experience of project and budget management.

- Computer and IT literate.
- Full UK driving licence or access to a driver if disability prevents driving.
- Permission to work in the UK

Desirable:

- Recognised qualification at degree level or equivalent in a relevant discipline.
- Knowledge of the Cairngorms National Park and its communities.
- Experience in managing and developing staff.
- Knowledge of Gaelic.

Cairngorms National Park Authority, February 2024