

JOB DESCRIPTION

Role Title	Project Delivery & Sustainability Manager
Pay Scale	<u>CDT Pay Scale 11 - Spinal Points 26 - 28</u>
Salary Range	<u>£32,904 to £34,723</u>
Hours	35 Hours per week
Location	Carl Luke High Mill & Community Garden.
Reports to	CDT General Manager

Carl Luke Development Trust

Formed by local people in 1999, Carl Luke Development Trust [CDT] is a charity serving the residents within the Parish of Carl Luke. It is part of a nationwide movement of local communities who want to build on their strengths and create opportunities for a successful and sustainable place.

Carl Luke High Mill & Community Garden

CDT has secured £2.7million capital and revenue funding to repair and reconstruct the A listed Carl Luke High Mill and develop the attached 1.2-acre community garden. This significant and community led project will enhance the ability of Carl Luke as a town and community to develop and deliver a number of events, activities, and programmes by providing:

- community access to a multi-purpose community facility
- significant training, employment, volunteering, and business growth opportunities
- an interactive and highly engaging heritage experience which will increase understanding and knowledge of the history/heritage of the buildings, Carl Luke as an industrial centre of excellence and the importance of the Clyde Valley as a food growing area within Scotland.

The Role

Carl Luke Development Trust (CDT) is seeking an experienced and skilled individual who will as CDT's **Project Delivery & Sustainability Manager**. The postholder will be responsible for:

- Leading on the delivery of the repair and reconstruction of the Carl Luke High Mill project.
- Implementing the Carl Luke High Mill Delivery & Sustainability Plan (Business Plan), including identification and delivery of sustainability activities post-construction.

Principal Duties & Responsibilities of the Role.

Project Management & Delivery

Represent Carl Luke Development Trust (as the client) in the repair and reconstruction of the Carl Luke High Mill and, post-construction, the development and sustainability of the Carl Luke High Mill & Community Garden. Specifically, this will involve:

- Leading the Carl Luke High Mill project delivery team of Design professionals ensuring the work programme, activities, and outcomes are completed within budget and agreed timeframes.
- Meeting with and regularly updating local communities, CDT Directors, funders, and stakeholders on progress with the High Mill repair and construction and development of the Community Garden.
- Developing detailed project plans to guide clients, staff members and project teams and revising these based on changing needs and requirements.
- Identifying and assigning project tasks based on the skill sets, experience, and strengths of staff members.
- Monitoring project performance to ensure timely delivery.
- Compiling and submitting project status reports to CDT Directors, local communities, funders, and other stakeholders
- Working effectively with relevant stakeholders for efficient project implementation
- Leading on community relations and communication activities and ensuring effective liaison with all project stakeholders.

Sustainability Management

- Lead on the delivery of CDT's Carl Luke High Mill Delivery & Sustainability (Business Plan), including:
- Managing budgets, including financial/project planning.
- Recruiting, training and line managing staff and volunteers.
- Liaising with funding agencies, community organisations, voluntary and local history groups, tourist bodies and private companies.
- Generating income via fundraising activities, memberships, grants, and retail activities
- Management and maintenance of the buildings and artefacts.
- Developing heritage attractions to enhance and increase visitor access.

- Attracting visitors through marketing and use of IT and social media channels and outreach activities etc.
- Contributing to the sustainability of Carl Luke High Mill through business development, revenue generation, funding opportunities, bid writing and tender submissions.
- Developing partnership opportunities and collaboration work with new and existing partners to drive awareness of the project within the wider community.
- Developing and delivering policies, protocols, and procedures in accordance with statutory and legal regulations.

PERSON SPECIFICATION

All of the following requirements will be assessed from a combination of information provided from the CV and covering letter, the interview process, and references.

Education/Professional Qualifications	Essential	Desirable
Educated to Degree Level or Equivalent, or have Significant Relevant Experience	√	
Relevant Project Management Experience or Qualifications		√
Key Experience		
Managing or coordinating physical community led regeneration projects	√	
Managing, motivating and supporting staff	√	
Proven track record in identifying and securing funding	√	
Experience in the sustainable delivery of a Heritage based project		√
Planning, procurement, and development processes	√	
Experience of working across different sectors and developing and maintaining effective partnerships with statutory, voluntary and private sector organisations.	√	
Business planning		√
Experience of Budget setting and Budget control	√	
Experience of working within a social enterprise environment		√
Experience of providing clear written and oral reports to funders, boards and stakeholders	√	
Key Competencies and Behaviours		
Excellent communication and presentation skills	√	
Ability to work on own initiative and as part of a team	√	
Excellent organisational skills and the ability to work under pressure to tight deadlines	√	
Highly motivated and enthusiastic	√	
Understanding of data protection and confidentiality	√	



Carl Luke Development Trust

Commitment to equal opportunities and anti-discriminatory behaviour	√	
Highly competent in the use of Emails, Internet, Microsoft Office and Social Media Platforms	√	
Understanding of the issues facing the community of Carl Luke and the surrounding area		√
Previous Experience of Business Planning	√	
Ability to work evening and weekends on a flexible basis if required	√	
Willing to undertake an enhanced disclosure check (PVG Scheme) <i>Cost met by employer</i>	√	
Full UK Driving Licence with access to own vehicle	√	