

Job Title: Operations Director / Executive Director

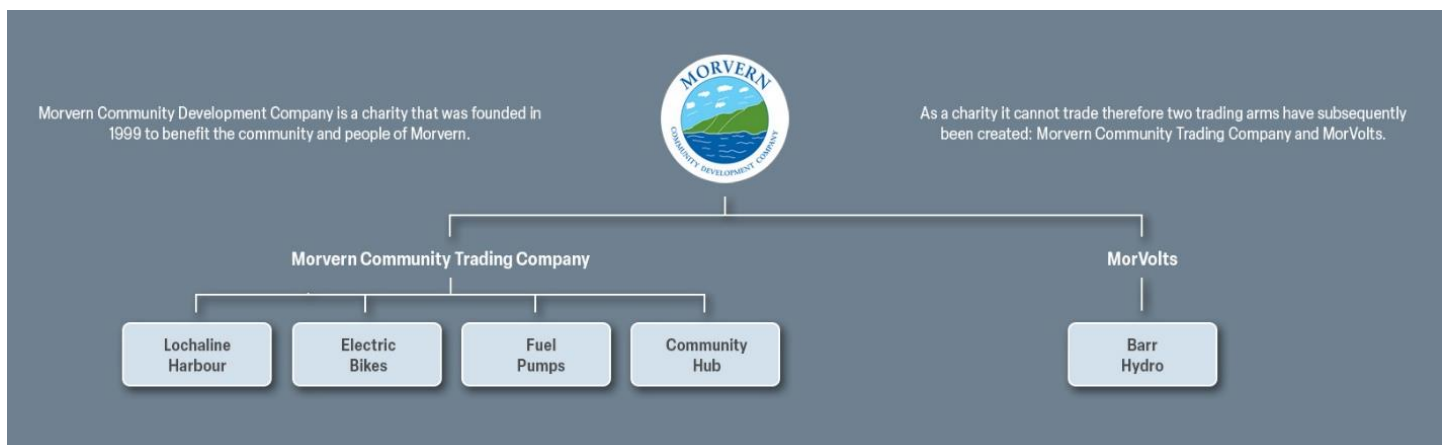
This pivotal role will be an integral link between the operational team of Morvern Community Development Company (MCDC), Morvern Community Trading Company (MCTC) and Morvolts and the three respective boards. The purpose of this role is to support the operational team whilst drive strategic planning, and provide solutions to identified gaps in process at a strategic level whilst supporting with operational solutions.

The role will have HR oversight to ensure the smooth functioning and growth of each organisation within the portfolio. This role needs to guide the board, communicate clearly and concisely with them and all other stakeholders, focussing on roles and responsibilities. The role will focus on carrying out a gap analysis of the fundamental framework across the three organisations then work on solutions that ultimately build consistency, efficiency and growth.

Morvern Community Development Company

MCDC was set up in 1999, following encouragement by the Morvern Community Council. It is a Charity (SC043681) and a Company Limited by Guarantee (SC200325) and is managed by a Board of Directors two of which must be Morvern Community Councillors. MCDC aims to benefit the community of Morvern, Argyll, Scotland, with the Purposes listed below, to be exercised following the principles of sustainable development:

- To manage community land and associated assets for the benefit of the Community and the public in general.
- To provide, or assist in providing, recreational facilities, and/or organising recreational activities, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community.
- To advance community development, including urban or rural regeneration within the Community.
- To advance the education of the Community about its environment, culture, heritage and/or history.
- To advance environmental protection or improvement including preservation, sustainable development and conservation of the natural environment, the maintenance, improvement or provision of environmental amenities for the Community and/or the preservation of buildings or sites of architectural, historic or other importance to the Community



TIMELINE

MCDRC FOUNDED
MCDRC was founded to benefit the community and people of Morvern.  SEPTEMBER 1999

2000 **FUEL PUMPS**
The new fuel pumps, for which MCDRC came into being, were opened to be operated by Lochaline Stores. 

HAZELWOODS
Coille a Challtainn - purchased from the Forestry Commission for the community.  2000

2002 - 2010 **MARINA**
Planning exercises began for the Marina Project. 

FUEL PUMPS
Refurbished the fuel pumps which continued to be managed by Lochaline Stores.  2009

2010 **PONTOONS**
24 bendy pontoon facility is opened at Lochaline Harbour. 

ALLOTMENTS
Built the allotments which are now run under a tenancy agreement by CLAM.  2012

2012 **BARR HYDRO**
First meeting with the Forestry Commission to talk about hydro. 

LOCHALINE HARBOUR
Shore facilities and access road to Harbour built.  2013

2013 **COMMUNITY HUB**
Bought the land at the Old Scout Hut. 

FUEL PUMPS
Automatic fuel pumps installed and took over management from Lochaline Stores.  2015

2016 **HOUSING**
Bought land for affordable housing from several land owners. 

TIMELINE

LOCHALINE HARBOUR
Expanded the pontoons to 32 berth facility and installed 10 swinging moorings.  2017

2018 **COMMUNITY CAR**
Morvern Eco Wheels - a community electric car - arrived. 

COMMUNITY HUB
The building and opening of the Morvern Community Hub.  2021

2021 **MINER'S COURT**
Housing Project Phase One - 3 one-bedroom houses are built and opened for rent. 

BARR HYDRO
Commissioned and generating 1.6 MWh. Largest community owned renewable scheme in the UK and possibly Europe!  2021

2022 - ongoing **HOUSING**
Housing Project Phase 2 - Building 10 family homes in the village for rent. 

Our Projects

Barr Hydro

After more than five years in the planning and construction two directors of MDCDC and our energy subsidiary MorVolts watched anxiously as 16 experts inspected and commissioned our Barr Hydro Scheme on 16th July 2021. A 1.6 MWh hydro scheme and the biggest community renewable scheme in the UK and possibly Europe.

We now generate electricity and sell it to the national grid. We have significant loans to pay off (over £6m) but when we start generating profits, these will be retained in the community. Under the charity law that regulates MDCDC the Directors must ensure they are meeting the charitable objectives of the company and this obligation includes the allocation of any future hydro profits.

Full reports for Barr Hydro can be viewed on MDCDC's website – www.morvern.org/renewables



Lochaline Harbour



Lochaline Harbour opened in July 2011 and over the years has expanded to now provide up to 30 visitor berths on the pontoons and 10 swinging moorings. The shore facilities include a harbour office, showers, toilets, laundry facilities and WiFi. We employ a full time Harbour Master year round and a part time Assistant Harbour Master to help over the busy summer season.

Community Hub

The Hub opened in July 2021 and hosts a Café downstairs and three office spaces and a larger meeting room upstairs. One of the offices is currently used by MDCDC staff, a second is tenanted by the RSPB and the third office is the home of the community charity shop – The Attic - who donate all of their proceeds to MDCDC. The meeting room is available to hire on a hourly or daily rate to local businesses, groups or people who want a hot desking space and is very popular throughout the community.



Miners Court

Three one bed houses which were first allocated in July 2021 and which have been tenanted ever since. West Property Ltd, based in Oban, is contracted to manage the houses in accordance with MDCDC's allocation criteria.



Phase 2 Housing



MCDC is currently working on Phase 2 of their housing plan – the building of ten family homes in an area of land in the heart of the village near the school. Once built, these houses will be retained by MCDC and available to rent to the community. MCDC has a grant for a Housing Project Officer for 12 months to push this project forward by raising the funds and applying for building warrants.

Fuel Pumps

It was to take on the building of new fuel pumps that Morvern Community Development Company was first formed in 1999 after the previous fuel pumps were condemned. MCDC purchased the land around Lochaline Stores and developed the new petrol and diesel filling station together with additional parking spaces for community use and developing and improving other areas of the land. The pumps were initially leased to Lochaline Stores under a lease and operating agreement but since 2015 have been managed directly by MCTC following the installation of a fully automated 24/7 pump system.



Operations Director/ Executive Director Responsibilities:

Strategic Planning:

Collaborate with the boards and operational team of each organisation to develop and implement strategic plans aligned with their missions and objectives.

Conduct regular assessments of operational performance and identify areas for improvement or expansion.

Develop synergies between the individual organisations to maximise effectiveness across the whole group.

Oversight of the Risk register for the group.

Operational Management:

Support and manage the operational team of each organisation, ensuring efficiency, effectiveness, and compliance with relevant regulations with direct line management of the Project Officer role.

Work with organisational teams to develop and implement operational policies and procedures to streamline processes and optimize resource utilisation.

Develop, agree and monitor key performance indicators (KPIs) and metrics with the operational team to evaluate organisational performance and drive continuous improvement initiatives across the group of companies.

Support the operational team to ensure all projects are effectively managed and delivered on target within agreed timescales.

Financial Management:

Work closely with finance teams to develop and manage budgets for each organisation, ensuring financial sustainability and accountability.

Analyse financial reports and forecasts to make data-driven decisions and mitigate risks.

HR Duties:

Oversee human resources functions (carried out by the operation teams), including support in areas such as recruitment, onboarding, performance management, and employee relations, across all organisations.

Support the development and implementation of HR policies and practices to foster a positive work environment and support employee development and retention.

Work closely with the operational teams to harness a positive working culture and ensure this implemented in each organisation and board.

Health and Safety

Drive a positive health and safety culture across all three organisations. Ensuring that each company and its employees comply with health and safety legislation and that safety policies and practices are adopted and adhered to.

Stakeholder Engagement:

Serve as the primary liaison between the organisations and their respective boards, providing regular updates on operational performance, challenges, and opportunities. Gather the relevant information from each operational team to present to the boards.

Disseminate appropriate information from the board to the operational teams.

Build and maintain effective relationships with external stakeholders, including clients, partners, and regulatory bodies.

[Working with the Operational team] Ensure effective communication between the group of companies and the local community so the local community are aware of what each company is doing and decisions being made.

Maximise community engagement and consultation across the group of companies.

Oversee the creation of volunteer opportunities.

Create and monitor delegation of responsibilities charter for boards and operational teams where required.

Qualifications and experience

Bachelor's degree in business administration, management, or a related field (or equivalent experience); Master's degree preferred (or equivalent).

Proven experience in operations management, preferably in a multi-organisational setting.

Strong leadership skills with the ability to motivate and inspire teams to achieve goals.

Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.

Solid understanding and proven experience of financial management principles and practices.

Understanding and experience of analysing financial accounts, budgets and forecasting.

Proficiency in HR management, including recruitment, employee relations, and compliance.

Strategic thinking and problem-solving abilities, with a focus on driving results and continuous improvement.

Ability to work independently and collaboratively in a fast-paced, dynamic environment.

Experience in working with Community Development Trusts would be beneficial as would an understanding of rural communities and issues.

Proven track record of driving continuous improvement and strategic growth.

The salary is £46,000 pro rata. The job is a part time role at 0.6 but this is open to negotiation for the right candidate.

For a full job description and any questions, please contact Lilia at development@morvern.org

To apply please email development@morvern.org with your CV and covering letter.

Please note that short listed candidates will be required to give a presentation to staff and boards of the groups of companies in addition to an interview.

Closing date for applications: 9th August 2024