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| **Business Development Manager post remit/responsibilities** | **Outcomes to be achieved** | **Essential skills and experience** **● = desirable.** |
| **The Cornerstone**Through monitoring and reporting, to provide assurance to RCT Board in relation to operations, financial management and business development of The CornerStoneTo ensure that The CornerStone’s marketing and communications are integrated with community and RCT To act as main point of liaison between RCT and The CornerStone, particularly in relation to social objectives of The CornerStone | ▪A thriving and financially viable social space, restaurant/pub with high levels of social interaction and local participation▪Well communicated programme of social events and activities generating participation and footfall and informed by feedback from residents and visitors▪ Local job creation and training opportunity potential is maximised▪ Assurance of effective management of community owned asset in line with RCT Board responsibilities▪ Clear management reporting from The CornerStone Board to RCT Board ▪Further development of community asset/site and associated opportunities, ensuring successful long term outcome of community asset transfer | Good understanding / evidence of experience in charitable organisation governance and managementExcellent interpersonal and relationship building skillsHighly numerate and able to produce and interpret financial reports and accountsKnowledge of accounting systems (Xero preferred) or willingness to learnTrack record of impactful business development ●Effective marketing skills and good understanding of all forms of promotion and social media |
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| **Affordable Housing Project**Support to Trustee Project Lead and Working Group on Affordable Housing project | ▪Successful and timely progression of project through stages of development | Experience providing admin support to working groups Ability to contribute to effective project development and oversight ●Experience of working well with multiple stakeholdersExperience of fundraising and development of funding applications ●Experience of fund management and monitoring ● |
| **Community Groups and Services**Operational management of Community Coordinator, including project monitoring/evaluation, reporting to funders, budget management and fundraising. Note that changes to this project are anticipated from winter 2025.Provide support as required to volunteer-led servicesCommunity engagement and communications | ▪ Continued successful delivery and enhancement of Volunteer Hospital Transport Service and Befriending Service▪ Improved delivery of support to local groups (signposting, coordination, communications) leading to increased awareness, inclusion and participation▪Successful introduction of new activities and services, as identified with the community▪Success in securing ongoing funding for volunteer-led services | Good understanding of community engagementAbility to interact effectively across all aspects of the communityGood understanding /experience of successfully establishing community-led initiatives ●Experience of working well with and supporting volunteers ● |
| **Care at Home Project**Support to Trustee Project Lead and Care Working Group on project development and implementationLead on community and stakeholder engagement and communicationsAct as main point of operational liaison between new social enterprise care at home organisation and RCT, supporting the achievement of local care priorities | ▪ Successful implementation of new model of delivering care at home in remote, rural areas.▪ Strong working links between RCT and new social enterprise | Experience providing admin support Experience of working effectively with multiple stakeholdersExperience of fundraising and development of funding applications ●Experience of fund management and monitoring ● |
| **Community Engagement and Communications**Lead on all communicationsManage the successful establishment and ongoing operation of a new Community Forum raising awareness of and engaging residents in planning across all RCT activities | ▪People in the area (residents and visitors) benefit from regular updates and information across range of media formats▪ Coordinated dissemination of information about all local events, groups, activities▪ RCT activities are led and informed by the views of its members and by the people who live and work here | Effective marketing skills and good understanding of all forms of promotion and social mediaGood understanding/experience of community engagement and effective consultationExcellent administrative and organisational skills |
| **Trust Membership**Manage Trust memberships and relationships with members | ▪ Increased number of Trust members and broadened demographic of membership | Excellent administrative skills Understanding of GDPRGood working knowledge of Microsoft packages |
| **Community Action Planning**Oversee the review and updating of the Rannoch Development Plan through community consultation | ▪Trust projects continue to reflect needs and wishes of local people | Good understanding/experience of community engagement and effective consultationExcellent administrative and organisational skillsExperience of project managing community consultation (or similar) and ability to manage external consultants  |
| **Banking, book keeping, financial monitoring** **Other governance-related**Working closely with the Treasurer, provide day to day banking, payments, invoice raising service and provision of reportsSupport Trustee Project Leads in oversight, monitoring and reporting on fundsProvide support to Chair in administration of Board meetingsMinute takingManagement of filing system | ▪ Strong financial management across all projects | Knowledge of accounting systems (Xero preferred), VAT allocation, fund management and generation of reports●Good understanding or experience of working within charity finance regulationsMinute taking skills |