

CAIRNGORMS TRUST MANAGER

Job Description

September 2025

Please note that the **Interview** Date will be Friday **31st October 2025**.

Hours 28 per week (4-day week equivalent to 0.8 fte).

Salary £35,000 fte (pro rata £28,000).

Job location Office space available within the Cairngorms National Park Authority (CNPA) office (Grantown on Spey) and home working. The post will cover the whole of the Cairngorms area. The successful applicant will be required to travel and will need access to a vehicle for this.

Purpose of Role

The Cairngorms Local Action Group Trust, operating as 'The Cairngorms Trust' is incorporated as a Scottish charitable incorporated organisation with registered charity number SC046495.

Established in April 2016, the Cairngorms Trust is now a well-established organisation. The Trust is a successful charity delivering Community Led Local development (CLLD) funding on behalf of Scottish Government alongside undertaking other activities within its charitable purposes, both in delivering its own commissioned projects and in funding wider community projects across the National Park. The Trust has delivered over 2 million pounds worth of funding to groups and projects across the Cairngorms.

The role of the Trust Manager is to support the Trustees in development of their strategic business plans for the charity and in supporting good governance of the charity. The Trust Manager will design and take responsibility for the overall management and delivery of annual plans which deliver against the Trust's long term charitable objectives and business plan. The Trust Manager will work closely with the Cairngorms National Park Authority's Community Grants Team, which supports the Cairngorms Trust in its management of Scottish Government CLLD funding activities.

Responsibilities

Working within the context of the Trust's Constitution, the post-holder will:

1. Support the work of the Trustees in delivering the Trust's charitable objectives through supporting Trustees in establishment of strategic and business plans within the parameters of available and expected annual resources.
2. Support delivery of those strategies and business plans through securing funds for the Trust and generating interest from applicants in seeking financial support from the Trust.
3. Liaise with stakeholders, for example Cairngorms National Park Authority, local businesses and business representative groups, local communities and other public sector bodies in the development and delivery of the charity's business plan.
4. Organise and / or attend appropriate events to develop and maintain the profile of the Trust and support the Trust's campaigns and promotional activities.
5. Support good governance of the Trust and ensure expected good standards of charitable governance are met, including ensuring governing documents are up to date; organising and supporting delivery of Trust board meetings, AGMs and other ad hoc meetings as may be required; and supporting recruitment of trustees.
6. Manage all interactions between the Trust and the Scottish Charities Regulator (OSCR).
7. Lead on development and delivery of operational plans which deliver the charity's objectives and approved business plan outcomes.
8. Lead on funding bids to third parties to secure finance which deliver elements of the Trust's strategic and operational plans.
9. Manage all funds secured directly by the Trust, liaising with the Park Authority Finance Team who will provide accountancy and other financial support services to the Trust.
10. Manage preparation and audit of annual reports and accounts and reporting to OSCR and any other regulatory bodies on the Trust's activities.
11. Coordinate the work of the Trust on Scottish Government's CLLD funding with the Park Authority's community grants team, ensuring the governance and decision-making responsibilities of the Trust interact appropriately with the Scottish Government's requirements.
12. Manage all charitable funds secured and delivered by the Trust and maintain an oversight of and manage projects and contracts directly commissioned and awarded by the Trust. This currently includes management of the Active Cairngorms e-bike project together with any future directly commissioned project approved and funded by the Trustees.

13. Liaise with any programmes of work agreed by the Trust, for example on communications or fundraising, acting as a link between programmes and the Trust board.
14. Manage the delivery of approved communications plans for the Trust and put in place appropriate delivery mechanisms as may be necessary for communications channels such as social media, website, press releases, and newsletters.
15. Oversee the work of any approved sub-groups or sub-committees within the Trust's charitable mechanisms, ensuring the work of these groups comply with the Trust's governance standards.
16. Undertake such other tasks and duties as may be required by trustees and line manager as appropriate to the responsibilities of the role.
17. Any post holder is required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Explanatory notes

As a part time post, the Trustees recognise there is a requirement to prioritise work within the parameters of time available to the postholder. The Trustees recognise there will be changes in the balance in the overall priority given to these responsibilities and will ensure there are management arrangements in place through which relative priorities and workplans can be agreed.

Where work is to be coordinated and managed by the Trust Manager, this does not mean that the work need be delivered directly by the post-holder in all instances. Arrangements may be made subject to available funds to contract work out to external providers.

Person specification: knowledge, experience and training

Essential:

- Organised, self-motivated and driven, with the ability to work across several processes to a tight timescale.
- Experience in supporting Committees, Boards or equivalent and of implementing highest standards of governance.
- Experience in successful project management.
- Demonstrable experience of successful work within the voluntary sector.

- Good communication skills and interpersonal skills alongside a demonstrable experience of developing and maintaining excellent and effective partner organisation relations.
- Demonstrable experience of building and maintaining a positive public profile for an organisation.
- Good IT skills in all areas covering Word, Excel, PowerPoint and Outlook.
- Current UK driving licence.
- Permission to work in the UK.

Desirable:

- Experience in economic development and community development ideally within a rural context
- A sound knowledge of organisations local to the Cairngorms, both public and private who are involved in rural development with experience in networking and developing networks of stakeholders.
- Financial management experience.
- Marketing and communications experience.