

Tomintoul & Glenlivet Development Trust Job Description

Job title – Participation Manager

Location – Tomintoul

Employer – Tomintoul & Glenlivet Development Trust

Report to – Local Development Officer

Description of business – Tomintoul & Glenlivet Development Trust is a community led regeneration company based in the Cairngorms National Park, North East Scotland. It was established in 2012 to address the economic decline in the area and has developed a wide range of projects from a community broadband scheme to a £500k museum refurbishment. The trust recently acquired Tomintoul hostel and museum through an asset transferred and is committed to the successful operation and development of these two key facilities. The trust has 310 members, employs a Local Development Officer and has a trading subsidiary managing its income generating portfolio.

Purpose of appointment – The role of Participation Manager will take responsibility for raising levels of participation on community and volunteer led projects throughout our area. The post holder will support a coordinated response to key consultations in our communities including the Dorenell Windfarm and future management of the Glenlivet Estate. In addition the participation Manager will undertake a review of trust membership presenting findings to directors and implementing the agreed actions.

The project will target groups who do not normally engage with volunteer activity and community consultation events. There may be a number of barriers to overcome in engaging with target groups and it will be the role of the Participation Manager to identify and overcome these barriers. This could include issues around social isolation, age, access to transport, lack of opportunity etc.

You will be supported in this role by a board of volunteer directors drawn from the local community and possessing a wide range of skills and expertise. Line management will be to The Local Development Officer. The contract will be awarded for a fixed term until 29/03/2019.

Key responsibilities

1. Review TGDT membership procedures and present recommendations to the board
2. Develop a roadmap for volunteers who wish to develop and progress within TGDT
3. Identify, recruit and train volunteers to fulfil roles identified by TGDT board and other project stakeholders
4. Plan and implement a series of events in partnership with stakeholders to support community consensus on issues such as Dorenell Windfarm and the future of the Glenlivet Estate
5. Produce minutes and other papers for board and project meetings
6. Monitoring and evaluating the performance of the Participation Project by agreed methods and measures of success

Qualifications, skills and experience

A relevant degree 2:1 or higher or significant experience in community and volunteer development

Understanding and experience of volunteer recruitment and management

Understanding and experience of community consultation

Knowledge of Tomintoul and Glenlivet or experience of working in similar communities

A creative and flexible approach to tasks including the ability to delegate and work independently

Excellent IT skills including Microsoft office, social media and Wordpress would be an advantage

Experience of monitoring and evaluating tasks and projects

Hours

Expected hours are 35hrs per week flexible working and job share will be considered additional hours and weekend working may be required

Salary - £27,000 per annum

Annual Leave

There is an annual leave allowance of 20 days per annum pro rata, in addition, all staff receive 8 public holidays per annum pro rata.

Application Process

To apply for the position of Participation Manager please complete an application form. CV will not be accepted.

Closing date for receipt of applications is **5pm Friday 26th January. Interviews to be held w/c 5th February**

Additional Information

For informal enquiries regarding this position please contact Oliver Giles – Local Development Officer at Tomintoul & Glenlivet Development Trust.

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