



## **JOB DESCRIPTION: DEVELOPMENT MANAGER**

**JOB TITLE:** Development Manager

**REPORTS TO:** Chair of Board of Trustees

**RESPONSIBLE FOR:** Ranger, Administrative and Finance Officer and other staff and freelance workers as may be appointed

**PLACE OF WORK:** Midshawhead Farmhouse, Coatbridge, Lanarkshire, located on the Historic Douglas Support Estate.

**HOURS OF WORK:** 35 hours a week (worked over 5 days, with some flexibility required for weekend work on occasion)

**SALARY:** £30,000

**PENSION:** 4% employer contribution (conditions apply)

**HOLIDAYS:** 25 days of annual leave and 8 public holidays **CONTRACT:** Permanent (subject to continued funding)

### **About Viewpark Conservation Group (VCG)**

VCG is a Scottish Charitable Incorporated Organisation based in Viewpark, North Lanarkshire. We are led by our Board of Trustees who are mainly local people. Our Management Objectives are:

- To generate income streams from leisure activities and essential timber harvesting in a manner that is sustainable and sympathetic to the management aim.
- To maintain and enhance the recreational values of the Douglas Support Estate, known locally as 'Our Glen', for the community and wider public .
- To maintain the integrity of the landscape feature that the glen and woodland provides.
- To improve biodiversity within the woodland with particular consideration being given to ensuring the well-being of the resident animal and bird population.
- Provide an educational and learning resource for all ages, but particularly young people, through improved interpretation and habitat and species monitoring, and of the history and heritage of the Historic Douglas Support Estate.

- Develop woodland management awareness and skills among local people so volunteers can be involved in management tasks and work days where appropriate.

We plan to run regular activities and actively involve diverse groups of all ages, including low income people, BME people, and people with physical, learning and hidden disabilities. We collaborate closely with a wide range of individuals, voluntary sector and statutory partners.

### **Purpose of post**

This is a pivotal and pioneering role in the development of VCG, which recently acquired the Historic Douglas Support Estate in a community led buyout.

This a new post, focused on making our new amenity operational, establishing new partnerships, and developing sustainable income streams. The post is initially funded by the Lottery Fund.

The specific purposes of the post are:

- To assist the Board of Trustees in fulfilling VCG's objectives as detailed in the Business Plan.
- To develop and promote VCG's activities and services.
- To help ensure VCG's long-term financial viability by developing sustainable income streams.
- To manage VCG's day to day operations, including its staff, volunteers, contactors, finances, buildings and grounds.
- To ensure VCG is responsive to the local community and accountable to its funders and other relevant stakeholders.

### **Main Responsibilities**

1. Ensure that all community development activities and programmes further VCG's objectives, reflect our values and drive forward constant improvement.
2. Develop and generate new income to agreed targets, in particular through the establishment of VCG's social enterprises, grants and other fundraising.
3. Establish appropriate management systems and manage the day to day operations of the Historic Douglas Support Estate, including Midshawhead Farmhouse and its facilities.
4. Develop, manage and control VCG's budgets and financial performance.
5. Supervise and support individual staff members and build an effective staff team.
6. Strengthen and support our growing volunteer base, build and maintain excellent relationships with all our stakeholders, and represent VCG externally.
7. Develop and implement effective marketing and communications plans that positively promote VCG and raise our profile.

8. Develop and implement monitoring and evaluation of VCG's outcomes and provide reports to funders, including the Lottery Fund.
9. Be accountable to the Board of Trustees, provide regular reports to the Board and attend Board meetings as required.
10. Implement organisational policies to a high standard, including those relating to employment, equal opportunities, health and safety, and the protection of vulnerable groups.
11. Work flexibly in response to organisational and local needs, including evenings and weekends on occasion.
12. Undertake any other duties as may be reasonably required by the Board of Trustees.

### **Person Specification**

#### **Essential knowledge, experience, skills and attributes:**

1. Proven track record of operational management in a comparable setting.
2. Competent and confident in managing budgets and financial performance.
3. Success in developing and delivering social enterprise models that deliver positive income streams.
4. Experience and confidence in monitoring, evaluating and reporting on outcomes.
5. Experience of managing staff, volunteers and sessional workers.
6. Track record of success in community development roles in the voluntary or public sectors.
7. Experience and/or understanding of how to co-ordinate the development of nationally recognised qualifications and certification, e.g. SQA's and Adult Achievement Awards.
8. Ability to work on own initiative and with minimal supervision: well organised and able to plan, prioritise and administer own work.
9. Excellent communication and interpersonal skills and able to create strong working partnerships with organisations, community groups and volunteers.
10. Sound level of IT and digital competence.
11. A resilient, can-do and problem-solving approach to challenges, with a high level of confidence and self-reliance..
12. Willing to work flexibly, including on occasion outside normal working hours.

#### **Desirable knowledge, experience and skills**

- A recognised qualification in community education, community development and/or management/leadership

- Knowledge of the local area and communities
- An awareness of the causes and impact of health inequalities
- Understanding of how to support and empower volunteers to develop and co- create new activities

**Disclosure (PVG) requirements**

The appointment is subject to VCG being satisfied that the candidate meets the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007.



Viewpark Conservation Group  
Registered Charity Number: SC045857

27th October 2017