

Community Land Ownership

Development Manager

Job Description & Person Specification

Reporting to:	Chair, Community Land Scotland
Direct reports:	None
Salary:	£27,500 p.a.
Terms:	Full time post for up to 3 years
Location:	Anywhere in Scotland Home working or, possibly, working from a CLS members' office by arrangement

Position Overview

Community Land Scotland (CLS) was established in 2010, as a company limited by guarantee (SC385572), and a registered charity (SC041864). CLS is a membership organisation which represents the interests of community land owners throughout Scotland, and currently has 63 members, managing over 500,000 acres of land. The organisation also acts as a point of contact for any communities in Scotland who wish to find out more about community land ownership. The Scottish Government has recently approved funding to CLS to promote community land ownership throughout Scotland.

We would now like to recruit a development manager post for a period of up to three years to undertake a range of tasks in support of community landowners, and aspiring community landowners, and in furtherance of our charitable objectives.

Our website can be found at; www.communitylandscotland.org.uk and contains detailed information, documents, and background information on the organisation.

The main objectives of this post, and outcomes to be delivered are:

- Promote the awareness and benefits of community land ownership and proactively encouraging the take up of community land ownership
- Develop, facilitate and promote networks among a range of parties that can provide advice on community land ownership, including community groups

- Develop a range of promotional and support materials on aspects of community land ownership to support this emerging sector
- Assist the Board of CLS in maintaining good relationships with a range of partners and the media

As CLS has no office base, it is proposed that this post is available for home working, although, arrangements may be made for the post-holder to be based within the offices of a CLS member. A budget is available for home office costs.

The post will involve travel and a requirement for some overnight stays away from home. A budget is available for travel & subsistence costs.

Priorities from among the key responsibilities set out below will be agreed by the CLS Board and Chair, as appropriate.

CLS also develops proposals for specific pieces of work, and the post-holder will be expected to work in collaboration, as appropriate, with any persons who CLS may, from time to time take on for specific consultancy assignments.

Closing date for receipt of applications – **Monday 30 November 2015 at 5 p.m.**

Applications should be submitted by post, and a copy sent by e-mail. Further details are contained in the application form.

Interviews shall be held on Monday 14 and Tuesday 15 December 2015 in Inverness.

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Key Responsibilities

- Facilitate the exchange of information, enabling groups to learn from experiences and successes, together with benchmarking of best practice.
- Develop support materials and case study exemplars.
- Develop a range of publicity and promotional materials.
- Establish a peer network, arrange training of peer reviewers, facilitate peer mentoring and support between members for mutual benefit.
- Develop easy to use self-evaluation and 'health check' materials for use by the sector.
- Facilitate and signpost access to existing providers of advisory services; e.g. DTAS, CWA, HIE, SRDP, Business Gateway etc.
- Organise, potentially in association with other partners, community land ownership awareness and promotional seminars throughout Scotland.
- Undertake CLS administration, accounting & budgeting, and some membership support services.
- Adopt a customer-focused approach that is both responsive and proactive, ensuring high standards of work at all times.
- Develop and maintain knowledge of key policy and legislative developments relevant to the sector, and maintain awareness of grant funding and loan opportunities.
- Promote a climate of accountability, openness, collaboration and innovation.
- Liaise, as appropriate, with the press and media and foster informed and sound relationships.
- Represent CLS in advisory and other arrangements with the Scottish Government and other partners, as appropriate.
- Attend CLS Board meetings for the purpose of advising and reporting.
- Assist with the organisation of the CLS Annual Conference(s) and AGM
- Carry out any other duties that may be required, as specified by the Chair, and board of Community Land Scotland.

Key Criteria	Essential	Desirable
Qualifications	Good standard of formal education, or equivalent work experience.	Educated to degree level in a relevant subject Business/social enterprise management experience
Work Experience	Experience of the community and social enterprise development sector	Knowledge of the rural economy and the challenges faced by rural communities Experience of community ownership projects
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to engage at all levels with community groups, agencies, politicians, and other stakeholders. • Ability to assess information and produce high quality written work • Confidence to present and speak at public meetings • Ability to manage individual day-to-day workload, work flexibly and adapt to change • Self-motivation and discipline to work without close supervision and remotely from line manager • Experience in budget management and accounting • Skilled in the use of information technology. 	Gaelic speaker Experienced in use of social media Proven experience of delivery in a high profile environment
Job Circumstances	Ability to travel as required in response to business needs, including requirement for some overnight stays away from home Driving licence or alternative means of transport for access to remote locations for visits	