

Job description and person specification

Job title: Interim Urban Land Hub Manager

Hours: 37.5 hours per week but we are also open to applications from freelancers

Salary: £30,000 pro rata

Contract length: To the end of December 2020

Location: we are looking for a homemaker based in the Clyde Valley

Reporting to: Community Land Scotland Development Manager

Background

Community Land Scotland is seeking an Interim Urban Land Hub Manager

Community Land Scotland is the representative body for Scotland's aspiring and established community landowners. Since 2017, it has been supporting communities in towns and cities to buy land and buildings. We are now setting up a pilot Urban Community Land Hub in the Clyde Valley to support communities that aspire to own land and buildings and build wider support for more community ownership of land and buildings. The Hub is project managed by Community Land Scotland, but its work will be directed by an Advisory Panel.

We are seeking an Interim Manager to get the Hub up and running, put systems and processes in place and build connections with communities, local authorities, agencies and private landowners. The Interim Manager will work closely with Community Land Scotland's existing staff team. For the right candidate, we would be open to being flexible with the hours and would consider applications from freelancers.

We plan to have the Hub fully up and running in early 2020. Once that happens, there will be two full-time roles within the Hub - a Partnerships and Policy Manager and a Community Support Officer. The Interim Hub Manager would be welcome to apply for those roles.

Further information on Community Land Scotland's work on urban community landownership can be found [here](#). If you would like a copy of the business plan for the Hub, please email: info@communitylandscotland.org.uk

Applications

Applicants should complete our application form and return it to: lindsay.chalmers@communitylandscotland.org.uk by 5pm on Monday 22nd June. Online interviews will be held on the week beginning 29th June.

If you have any questions about the role or the application process, contact Lindsay Chalmers at: lindsay.chalmers@communitylandscotland.org.uk or 07884 314297

Job description

Tasks	
Supporting communities	<ul style="list-style-type: none"> • Develop referrals systems • Refer communities that need support to Community Land Scotland core staff and other agencies • Map out the support and membership bodies for community organisations in the Clyde Valley
Support structures	<ul style="list-style-type: none"> • Put in place a Framework Agreement for Associates who will provide specialist advice to communities • Identify potential Associates
Build networks	<ul style="list-style-type: none"> • Map out and build connections with key individuals in local authorities, other agencies, landowners and developers • Gain an understanding of local policy and economic and social drivers
Marketing and information	<ul style="list-style-type: none"> • Develop a range of marketing and information materials • Establish a social media presence • Give presentations to interested groups
Project management	<ul style="list-style-type: none"> • Provide support to, and set up meetings of, the Advisory Panel • Help Community Land Scotland find and secure a location for the Hub • Assist with the recruitment of staff • Agree research objectives with the Advisory Panel • Set up monitoring systems • Produce regular progress reports to Community Land Scotland, the Advisory Panel and the Scottish Government • Assist with funding applications
Other	<ul style="list-style-type: none"> • To undertake other duties as required

Person Specification

Key Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least two years' experience of project management • Experience of working in the community or public sector • Experience of delivering projects in tight timescales • Experience of setting up new systems and processes 	<ul style="list-style-type: none"> • A knowledge of community ownership • Experience of land or asset development • An understanding of the planning system • Full driving licence • Social media or marketing skills
Personal qualities	<ul style="list-style-type: none"> • An ability to engage at all levels with communities, agencies, local authorities, politicians and other stakeholders • Highly organised • Excellent communication and interpersonal skills • An enthusiasm for community-led development • An ability to process and analyse complex information • Self-motivated and able to work remotely from line manager • Ability to work under pressure • Flexibility 	
Job circumstances	<ul style="list-style-type: none"> • This job may include travel and attendance at community meetings outwith normal office hours 	