

## PLANNING AND RURAL DEVELOPMENT DIRECTORATE

### **COMMUNITY SUPPORT MANAGER** (Permanent; Full time; Band E)

#### **Purpose**

The key role of this post is to manage the CNPA's approach to community engagement and support, creating opportunities for people living in local communities to actively contribute to the aims of the National Park.

#### **Responsibilities**

1. Promote **community engagement and development**, supporting communities to have an active role in the decision-making processes about how the National Park is managed -
  - Lead officer on community focus of consultation exercises undertaken by the CNPA (e.g. preparation of the National Park Partnership Plan, Local Development Plan, etc.);
  - Co-ordinate and contribute to key community organisations and networks in the National Park, including the Community Councils and Associations, and the Association of Cairngorms Communities, Planning Representatives Network, etc
  - Coordinate CNPA input to Community Planning Partnerships at local level
  - Coordinate and assist the regional community development organisations (including the Marr Area Partnership and Voluntary Action Badenoch and Strathspey) to deliver the National Park Partnership Plan
  - Lead officer on implementation of the Community Empowerment (Scotland) Act 2015 (e.g. Participation Requests)
2. Promote **community capacity building** so that communities develop their own working models of sustainability -
  - Lead officer on promoting and coordinating community action planning
  - Lead officer in supporting establishment of community companies, Development Trusts, and similar organisations
  - Lead officer in promoting and facilitating the Community Development Officer (CDO) Network for the Park
3. Promote **community-led project delivery** -
  - Liaise with communities in relation to capital project development
  - Work closely with Cairngorms LEADER team and other partners (especially Local Authorities) to ensure effective strategic spend that delivers community-led actions identified in the National park Partnership Plan and associated strategies
    - Facilitate community-based projects through close working with the CDO Network, Cairngorms LEADER team and others bodies as necessary.

#### **General**

- Contribute to the work of the Planning and Rural Development Directorate, and CNPA as a whole, ensuring compliance with financial and other internal procedures ;
- Develop and manage funding partnerships, contractors, consultants, within budgets to ensure effective and efficient delivery of agreed programmes;
- Line manage any staff that may be recruited to support specific project work.
- Contribute to the development and delivery of the National Park Partnership Plan; and,

- To conduct other work, as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

## **Person Specification - Knowledge, experience and training**

### **ESSENTIAL**

- Knowledge and experience of the legal framework, policy context, principles and practices and the roles of partner organisations, all in relation to community development and engagement;
- Recognised qualification or equivalent in Community Learning and Development, Rural Development or a relevant Social Science;
- Knowledge and experience of working with, and delivering through, Development Trusts/Community Companies and similar organisations;
- Knowledge and experience of working with Community Planning Partnerships
- Knowledge and experience of managing multiple funding sources, other resources, and promoting opportunities for communities;
- Experience of resolving conflicts, problem solving and managing expectations;
- Excellent communication and inter-personal skills and
- Knowledge and experience of project and budget management;
- Computer and IT literate; and
- Full UK driving licence or access to a driver if disability prevents driving.

### **DESIRABLE**

- Knowledge of the Cairngorms National Park;
- Experience in managing and developing staff; and
- Knowledge and experience of the private sector and economic development;
- Knowledge of Gaelic.

May 2017