

CORPORATE SERVICES DIRECTORATE

CAIRNGORMS LOCAL ACTION GROUP TRUST – TRUST MANAGER

(Part-time (15 hours/week), fixed term for 2 years, Band E)

Note: - Hours of work can be flexible, to suit the needs of the Trust and also the work / life balance of the post-holder.

Purpose

The Cairngorms Local Action Group Trust is incorporated as a charitable organisation, operating as the Cairngorms Trust, registered charity number SC046495.

The Cairngorms National Park Authority (CNPA), in support of the development of the charity and on behalf of the Trustees, is seeking to appoint a Trust Manager. The Trust Manager will work to the Trustees in developing this new charity's activities in support of delivery of its charitable objectives.

The post holder will be expected to work closely with the Cairngorms Local Action Group LEADER Programme Manager. This EU funded programme is delivered by the Trust and has been the focus of the Trust's work to date. The Trust Manager is now being employed to lead on the diversification of the Trust's charitable activities away from LEADER and into other strands of charitable activity. While the post-holder will not have direct line management responsibility for staff, they may be called on to project manage staff in delivery of work on behalf of the Trust.

Responsibilities

Working within the context of the Trust's Constitution, the post-holder will:

- Support the work of the Trustees in developing and delivering the Trust's charitable objectives;
- Liaise with stakeholders, for example Cairngorms NPA, local businesses and business representative groups, local communities and other public sector bodies in the development of the charity's business plan, seeking approval of this business plan from the Trust Board;
- Lead on development and delivery of operational plans which deliver the charity's objectives and approved business plan outcomes;
- Manage all funds secured by the Trust, liaising as required with the CNPA Finance Team who will provide accountancy and other financial support services to the Trust;
- Lead on behalf of the Trust on the development and delivery of contribution, donation and other charitable fundraising schemes, consulting appropriately with key stakeholders and securing Trust Board approval to the operation of all such schemes at appropriate points of their development;
- Lead on behalf of the Trust on the development and delivery of all processes for securing delivery of the Trust's charitable aims, consulting appropriately with key stakeholders and securing Trust Board approval to the operation of all such schemes at appropriate points of their development;

- Lead on development and maintenance of the Trust's public profile and reputation, as an independent charity providing valuable support to projects which are of public value in the Cairngorms National Park.
- Manage all interactions between the Trust and the Office of the Scottish Charities Regulator;

General

- To conduct other work, as necessary; and
- 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 – All of equal importance

- Experience of supporting Committees, Boards or equivalent and of implementing highest standards of governance;
- Experienced in successful project management;
- Demonstrable experience of successful work within the charity sector, including development of fundraising activities and delivery of charitable projects for public benefit;
- Strong organisational ability, with experience of working in a busy environment requiring management of a number of work processes to tight deadlines;
- Demonstrable experience of developing, maintaining and managing excellent and effective stakeholder relationships;
- Demonstrable experience of building and maintaining a positive public profile for an organisation; and,
- Good IT skills in all areas Word, Excel, Presentation skills.

DESIRABLE

- Experience in economic and community development, ideally within a rural context;
- A sound knowledge of local public and private organisations involved in rural development with experience in networking and developing networks of stakeholders;
- An understanding of partnership working and the pressures of working to multi-partner deadlines for project preparation and approval process; and,
- Sensitive to handling differing viewpoints and resolving conflict.

March 2018