

WLET Project Development Manager – Job Description

Summary of the Role

This is a practical post rather than a figurehead, and this role will require someone capable of turning their hand to everything. As Development Manager, you will take an overview of the project and line-manage the other staff, contractors, and key suppliers, as well as supporting/supervising volunteers. You will liaise with the funders and lead on evidencing the social impact of the project. You will also have a lead role in overseeing the commercial outcomes and the sustainability of the café, events, room hire and other elements of the business.

It is vital that this post is outward facing, raising the profile of the organisation and its work as well as ensuring the team delivers on an operational basis.

Job title Project Development Manager

Accountable to Chair of the Board of the Wester Loch Ewe Trust

Main Duties The Project Development Manager, will be responsible for:

- Governance and supporting the growth of the board – This is a high level role, working closely with the Board to implement the strategic direction of the WLET.
- Developing the project. You will implement the business plan Phase 1 and steer the project to the next stage of detailed designs and costings.
- Funding and bid writing. You will secure the grant funding required to undertake renovations and make all appropriate reports to funders.
- Community building. You will be responsible for ensuring the whole community is involved in and knows about the project, supported by development and implementation of a community consultation and engagement programme.
- Financial stability – You will support the Board to ensure strong financial sustainability in the short term and help lay foundations for the longer term.
- Monitoring and evaluating impacts. You will be responsible for consolidating and implementing the framework to map change and monitor impact.
- Developing initiatives – This includes thinking through funding and new initiatives in response to changing needs and also investigating and converting rural development opportunities.
- Work with the community to develop effective community uses of the hub and its operation within, e.g. community laundry, exhibitions and retail, and establish a route to identify and support a bistro operator, and in future development phases, eg a community laundry
- Strategic links – Representation on local and thematic planning groups and liaison with partners.
- Volunteer Co-ordination. Recruiting and supporting a team of local volunteers, including volunteer training.
- Manage and maintain effectiveness of IT systems and in particular our website and social media.

Person Specification

Real experience of steering a project through building renovations to successful completion, your aptitude, values, a knowledge of remote rural areas and a good understanding of the funding landscape are more important to us than formal qualifications. This post needs someone who can work hard alongside a proactive community to get the job done. You will have these attributes:

- Confident, self-motivated and proactive with good organisational skills
- A good track record in fundraising for large capital projects
- Experience of rural communities
- Good with people
- An excellent relationship builder with clients and partners from a range of backgrounds
- Experienced in supporting trading ventures
- Able to problem-solve and design and implement solutions
- Knowledgeable about the voluntary, community and social enterprise sectors and the current key issues especially around social outcomes and community empowerment
- Highly skilled in both verbal and written communication with good bid writing experience and comfortable with business plans.
- An excellent team player and willing to share skills and knowledge
- Proficient in the use of technology and willing to learn new ways of working as needed

Hours	20 hours per week and we are open to job share and some time working from home. This job will include some weekend and evening work from time to time, for which time off in lieu will be available.
Duration	This post is funded by the BIG Lottery for 2.5 years.
Remuneration	£24,375 per annum, pro rata.
Location	The post-holder will be expected to attend monthly board meetings, community consultations, and be working in the local area as needed.