

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Development Manager
Reporting to	Head of Strengthening Communities
Direct Reports	None
Grade	D
Location	Auchtertyre, Portree, Inverness or Fort William

Position overview

Highlands and Islands Enterprise (HIE) is an ambitious organisation with a unique remit from the Scottish Government that integrates economic and community development. With around 300 staff, HIE supports hundreds of businesses and social enterprises across the Highlands and Islands.

HIE works in a diverse region covering more than half of Scotland's land mass. HIE's three priorities are to: grow successful, productive and resilient businesses; create the conditions for growth; and build strong, capable and resourceful communities.

HIE's vision is for the Highlands and Islands to be a highly successful, inclusive and prosperous region in which increasing numbers of people choose to live, work, study and invest.

The area teams are the main customer facing part of the overall HIE delivery structure. You will be responsible for working with and supporting a number of clients and projects that will contribute to the resilience and competitiveness of the area.

You will engage with a variety of partners and stakeholders, both local and national, to support the delivery of projects and activities that offer sustainable social and economic impacts.

Aspects of this post may also require the post holder to represent the area office and other colleagues and liaise regularly with partners and stakeholders.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where

staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities

1. Develop strong relationships with clients and gain an understanding of strengths, weaknesses and opportunities, to enable HIE to support clients in a rounded and agile manner
2. Lead and/or support on the development of a number of key projects within Lochaber, Skye & Wester Ross
3. Contribute towards HIE's place-based approach by encouraging clients and partners to consider where their projects and initiatives add value and complement other activity, proposed or underway, within the community
4. Assess and review development proposals
5. Develop strong relationships with partner organisations from the public, private and Third sectors
6. Develop and awareness of other key funders and help identify funding opportunities, both regional and national
7. Work closely with area team and other HIE colleagues and represent HIE at internal and external meetings as required
8. Actively engage in the operation of the Lochaber, Skye & Wester Ross Area Team
9. To promote a climate of accountability, openness, collaboration and innovation
10. To ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
11. To ensure optimum use of internal management systems
12. To take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level in a relevant subject or demonstrable equivalent work experience 	<ul style="list-style-type: none"> ▪ Post graduate/professional qualification in a relevant discipline
Work experience	<ul style="list-style-type: none"> ▪ Knowledge of local social and community enterprise activity ▪ Experience of project appraisal (including financial analysis) ▪ Experience of working in an environment with high standards of governance and accountability ▪ Experience of working to deadlines and prioritising workload ▪ Experience of working as part of a team but also ability to work on own initiative 	<ul style="list-style-type: none"> ▪ Experience of working with a range of public sector agencies ▪ Experience of supporting social enterprise growth activity ▪ Involvement in multi-agency partner projects ▪ Experience of working with community enterprises
Skills and abilities	<ul style="list-style-type: none"> ▪ Analytical and presentational skills ▪ Report writing skills ▪ Strong interpersonal and communication skills ▪ Confident and articulate communicator who can adapt approach to stakeholders ▪ A high standard of IT literacy ▪ An interest in place-based community led development 	<ul style="list-style-type: none"> ▪ Knowledge of the Highlands and Islands area and economy (Lochaber, Skye & Wester Ross in particular) ▪ Knowledge of the principles of social enterprise and social impact measurement ▪ Project appraisal skills ▪ Gaelic language skills (speaking, reading or writing)
Job circumstances	<ul style="list-style-type: none"> ▪ A full current driving licence and access to a vehicle or alternative means of transport ▪ Flexibility to travel as required 	

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.