

JOB DESCRIPTION AND PERSON SPECIFICATION

| | |
|----------------|---|
| Job title | Senior Development Manager |
| Reporting to | Head of Strengthening Communities |
| Direct Reports | None |
| Grade | E |
| Location | Thurso or Golspie |
| Duration | Maternity cover - twelve months. 21 hours per week (0.6FTE) |

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.

You will form part of a small team working with a range of communities, community organisations and social enterprises in Caithness and Sutherland.

Working within HIE's wider Caithness and Sutherland area team you will be responsible for helping achieve HIE's strategic priorities, particularly in building community capacity and confidence, enabling sustainable growth in the social economy, and empowering communities to acquire, manage and exploit community assets for community benefit.

You will also have an important role in ensuring HIE plays an effective part in local Community Planning Partnerships in both Caithness and Sutherland, working with other

community planning partners and communities to identify and address inequalities through the Locality Plans being developed in individual areas.

You will also work flexibly and collaboratively with colleagues in HIE's Strengthening Communities directorate and neighbouring HIE area teams in Lochaber Skye and Wester Ross and Inner Moray Firth as required.

Aspects of this role will require the post holder to represent, at a senior level, the Area Team and other colleagues.

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

Helping Business and Social Enterprises to shape and realise their growth aspirations

The post holder will work with account managed social enterprises and communities to reach sustainability and realise their growth aspirations.

Strengthening Communities and Fragile Areas

The post-holder will be the account manager of a number of local communities represented by a constituted anchor organisation, such as a development trust. Many of these communities are in an area that is designated as fragile and our ambition is to work with the community to help them become more resilient. These communities are found in both Sutherland and Caithness, and the role will involve a significant amount of travel.

Helping to shape the communities' plan within a place-based focused will become increasingly important in our most rural and remote areas, where building capacity and resilience represent significant challenge. The post holder will seek to encourage collaboration and increased community empowerment by bringing together key partners, businesses and community with a view to delivering sustainable and demonstrable social and economic impacts. Close working with the two area Community Planning Partnerships will be important.

In this role, you will:

1. Work proactively to identify and support social enterprises to deliver social and economic impact. Enable and support them to explore and develop innovative ways to become sustainable and to develop and realise their growth aspirations
2. Lead on maximising impact from asset-based community development by supporting clients to deliver asset-based projects. You will develop a strong relationship with HIE's Community Assets Team to identify asset acquisitions with potential to contribute to Caithness and Sutherland Area Team measures
3. Contribute towards HIE's place-based approach by challenging and encouraging clients to consider where their projects add value and complement other activity, proposed or underway, within the community

4. Enable clients to be ambitious and develop robust relationships in order to gain a comprehensive understanding of the business and its strengths, weaknesses and opportunities, to enable HIE to support clients in a rounded and agile manner
5. Assess and review development proposals
6. Promote a climate of accountability, openness, collaboration and innovation
7. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
8. Ensure optimum use of internal management systems
9. 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 discipline or equivalent work experience | <ul style="list-style-type: none"> ▪ Further/Higher Education qualification in a relevant discipline |
| Work experience | <ul style="list-style-type: none"> ▪ Knowledge of local social enterprise and community activity ▪ Experience in community development ▪ Experience of project appraisal (including detailed financial analysis) ▪ Experience of working in an environment with high standards of governance and accountability ▪ Experience of working as part of a team but also ability to work on own initiative | <ul style="list-style-type: none"> ▪ Experience of supporting community growth activity ▪ Prior experience of successful engagement with communities ▪ Involvement in multi-agency/partner projects ▪ Previous experience of working in a similar environment |
| Skills and abilities | <ul style="list-style-type: none"> ▪ Client management skills ▪ Project appraisal and management skills ▪ Ability to lead negotiations with private and public-sector agencies at a senior level ▪ Ability to work under pressure and to tight deadlines ▪ Entrepreneurial flair ▪ Understanding, analysis and interpretation of business finance and accounting ▪ Good interpersonal and communication skills ▪ A high standard of IT literacy and in particular Microsoft Office, e.g. Word, Excel, Outlook | <ul style="list-style-type: none"> ▪ Knowledge of the Highlands and Islands area and economy (in particular Caithness and Sutherland) ▪ Knowledge of the principles of social enterprise and social impact measurement ▪ Gaelic language skills (speaking, reading or writing) |

| | | |
|------------------------------|--|--|
| <p>Job circumstances</p> | <ul style="list-style-type: none">▪ A full current driving licence and access to a vehicle▪ The ability to undertake viable, regular visits to clients in the Caithness and Sutherland area | |
|------------------------------|--|--|

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. Freagarradh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhearras sinn sa Bheurla.