

CDT Development Project - Job Description

Post Title: Project Planning and Development Manager

Line-managed by: CDT Project Development Chair

Responsible to: CDT Board



Salary and Hours

CDT Development Project: F/T post £30,000 for 37.5 hours per week

Main Duties

Responsibilities:

The Project Planning and Development Manager will be responsible for work at Cultybraggan Camp, including:

- ❖ Delivery of the completed self-catering repair and renovation;
- ❖ The final planning, and progressing funding, procurement and delivery of infrastructure improvements;
- ❖ Overseeing implementation of the Heritage Activity and Training Plan, and the events/sports programme;
- ❖ Promotion and implementation of business and commercial expansion; and
- ❖ Planning of second phase of heritage, events, community, recreational and business enterprise development.

Accountability: Initial accountability will be through the CDT/CHSC Joint Project Group (self-catering development) and the CDT Estate Management Group (other work)

Tasks:

The tasks of the Project Planning and Development Manager will include:

1. Project management to deliver implementation of the self-catering development;
2. Completion of funding applications for infrastructure improvement (and other projects) and progressing delivery of those improvements on the basis of the consultancy reports;
3. Marketing of the site for enterprise development, and support for work to expand business, commercial and community uses of site properties;
4. Supervision of the Heritage Activity and Events Organiser in the implementation of the Heritage Activity Plan, and other heritage and event developments;
5. Planning development projects within CDT Phase 2 programme;
6. Project planning and management - defining project tasks and resource requirements, scheduling timelines and deadlines, completing risk assessments, arranging planning and listed building consents, ensuring adequate insurance, delivering all stages of the procurement process from specification and tendering to contract award;
7. Planning and implementing a system for evaluation, monitoring and review;
8. Working with the Finance Officer and Estate Manager on the Project Team's planning and development work;
9. Managing the project development budget, and ensuring best value cost and quality standards are planned and delivered in all commissioned work;
10. Keeping records and ensuring a full and complete record of the project at each stage, including dated photographs, before any work begins on site;
11. Maintaining communications with local/statutory authorities, including the Council's Conservation Officer;
12. Liaising with the professional team throughout the development period, and ensuring work conforms to established environmental and conservation standards;
13. Delivering project reports to all stakeholders at regular intervals on progress, problems and solutions;
14. Supporting Trustees in decision-making and other governance functions related to the development work;
15. Representing the interests of the Community Development Trust at all times;
16. Carrying out such other tasks as the CDT Board might determine.

Salary Note

Salary reflects nature, complexity of the tasks required, and the level and scale of responsibility for project delivery, requiring a degree holder with relevant qualifications or experience, or someone with extensive relevant experience in project planning and project management. The salary also reflects the current rate for project managers responsible for planning and implementing developments of the nature and scale involved in the CDT Cultybraggan Development Project. The salary is commensurate with posts carrying similar duties and responsibilities within the third sector across Scotland.

Skills and Qualifications:

Degree holder, preferably in relevant subject
Preferably member of relevant professional or chartered body
Knowledge of both theoretical and practical aspects of project management
Knowledge of project management techniques and tools
Direct work experience in project management capacity
Proven experience in: strategic planning; risk management; procurement; people management; change management
Knowledge and experience of relevant IT systems and proficient in project management software
Good organisational and communication skills
Analytical approach, highly numerate and literate
Qualified driver with a full, clean drivers licence.

Key competencies

Critical thinking and problem solving skills
Planning, organizing and decision-making
Skills in communication, influencing and leading
Good team worker with ability to delegate as necessary
Skills in negotiation and conflict management



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Supported by Rural Perth & Kinross LEADER Programme 2014-2020; The European Agricultural Fund for Rural Development: Europe investing in rural areas.

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