

# Job Description



- Role:** Trust Development Manager
- Salary:** £28,938 pro rata, 5% pension contribution scheme, generous holiday entitlement.
- Hours:** 28 hours per week. Some weekend days and weekday evenings.
- Contract Term:** Fixed term contract up until 31<sup>st</sup> March 2029 subject to ongoing funding. This role is funded by the Scottish Minister's Strengthening Communities Programme.
- Reporting to:** Chief Executive Officer
- Location:** Based at Linlithgow Community Development Trust office (the EH49 Hub, Linlithgow). There will be some working at the West Lothian Cycle Circuit, some working from home and travelling to locations across West Lothian.

## Organisational and Project overview:

Linlithgow Community Development Trust is a charity formed by residents to deliver changes that benefit our community. Our vision is **“Empowered, thriving communities where people work together to nurture innovation”** which we hope to achieve through our mission of **“Fostering creative solutions to provide community benefit and encourage a sustainable and vibrant Linlithgow”**.

Our main priorities are;

- **Driving Environmental Initiatives**  
Encouraging waste reduction, resource reuse, and recycling within the community; promoting energy efficiency, encouraging sustainable transportation options, developing friendly green spaces, supporting local food production.
- **Improving Community Health and Wellbeing**  
Building connections, reducing social isolation, improving mental and physical health and well-being, increasing learning and skill-building.
- **Facilitating Community Engagement**  
Empowering residents to develop innovative and sustainable solutions to create community benefit and capacity-building.

Our staff and volunteers are all local people focusing on projects prioritised by local people. By coming together, we want to access the resources needed to help develop strong, inclusive and meaningful projects that give the community a sense of purpose and value and build confidence that they can take into all areas of their lives. Annually, we engage with over 3000 people through our activities, improving the environment, people's health and wellbeing and strengthening our communities.

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## **Job Purpose:**

The role will play a vital part in supporting the Trusts long-term financial future. This will be achieved by working to increase the income potential of our existing facilities along with developing new and creative ways to build projects that themselves would enable income generation. The funds raised through this role will contribute toward the organisations financial resilience and also generate vital unrestricted funds that can then be used to achieve greater levels of community benefit and support the objectives of the trust, which in turn will support the community of Linlithgow Ward

Embedded within Linlithgow Community Development Trust (LCDT), you will work with partners and staff to lead on all aspects of business growth, coordinating and supporting the trust to reduce its reliance on grant funding and supporting efforts to increase the level of social entrepreneurship within the town.

You will ensure growth in income through a range of means and develop new income streams that fit with our values and build resilience.

## **DUTIES AND RESPONSIBILITIES**

### **Existing Asset Management and Growth**

- To undertake an annual review of usage and pricing policy of both the West Lothian Cycle Circuit (WLCC), and our EH49 Hub community building.
- Develop marketing materials and extensively promote the WLCC and the EH49 Hub to increase usage and income generation through these assets
- Work with the booking administrator to develop the new online booking system for WLCC to maximise its benefit and functionality.
- Build partnerships with community organisations to increase access and uptake from marginalised groups and communities to both facilities.
- Work with the LCDT cycle circuit subcommittee to ensure circuit development enhances and complements other activities taking place at the West Lothian Cycle Circuit.
- Act as a point of contact for West Lothian Leisure (WLL) on matters relating to the management of the site to ensure a positive relationship is maintained.

### **Business Growth**

- To identify, explore and develop new projects that would support the Trusts ambitions for growth and explore new income streams aligned to our strategic priorities for development.
- Develop a programme of paid training and development courses that support the community to access skills and knowledge building and where appropriate increase income of the hub building during low usage.
- Provide business planning advice and financial modelling support to develop our reuse, share and repair project income streams and business models to increase sustainability.
- To support LCDT with identifying and applying to relevant funders to secure growth of project delivery or to pilot new ideas.
- To undertake options appraisals and develop business case reports to allow the board to understand new opportunities and make decisions about future projects
- Undertake consultation and investigation of the potential next phase of LCDT's community energy project "LinlithGo Solar".

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## Partnership Development

- Develop and maintain strong working relationships with external bodies in the public, private and third sectors.
- Develop and maintain partnerships with local and regional stakeholders that ensures we are able to respond to new opportunities, with a focus on business growth.
- Identify ways to enhance the existing outreach to engage with the community and to ensure that developments are aligned to the needs and ambitions of the local community

## Project Marketing and Promotion

- Identify potential partnerships and sponsorship opportunities with corporate organisations, local businesses and High Net Worth individuals to increase support for existing LCDT projects.
- Act as the LCDT representative and contact for stakeholders, customers and local groups across West Lothian on facility and business growth projects.
- Undertake a range of marketing methods (newsletters, social media, website, etc) to promote the West Lothian Cycle Circuit, our activities and general messaging, with the support of LCDT's project administrator.

## Other duties

- Provide regular operational update reports.
- Work closely with other LCDT staff and volunteer teams as part of the wider Trust's work.
- Contribute to the development and upkeep of LCDT's other projects, physical spaces, websites, events diaries, blogs and monthly mail outs.
- Carry out other duties which may reasonably be required in addition to the main purpose of the job.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of managing projects from concept phase through to delivery.</li> <li>• Working with and motivating volunteers</li> <li>• Experience of influencing change and encouraging innovative thinking.</li> <li>• Relevant development experience or similar in the third sector</li> <li>• Experience creating business plans, financial models for new and existing projects</li> <li>• A track record of working successfully in partnership on innovative solutions to community need</li> <li>• Working with a range of projects that result in income generation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting and encouraging community group leaders and volunteers</li> <li>• Experience pitching and securing sponsorship and/or private financial investment.</li> <li>• Working at a senior level within the third sector</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to deliver outcomes within timeframes</li> <li>• Planning a range of events and activities</li> <li>• Building monitoring and evaluation frameworks to measure progress against key milestones.</li> </ul>	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent written communication and interpersonal skills</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to manage multiple competing priorities</li> <li>• Strong relationship management, influencing and negotiation skills</li> <li>• Ability to inspire, motivate and encourage</li> <li>• Risk assessment experience and awareness of Health and Safety</li> <li>• Competent using social media</li> <li>• Confident use of MS Office and MS Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of key modern marketing methods to increase engagement and profile</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Motivated and able to motivate and inspire others</li> <li>• Passionate about community development</li> <li>• Professional and patient approach</li> <li>• Flexible and adaptable</li> <li>• A creative and innovative thinker.</li> <li>• Problem solver with hands on approach</li> <li>• Energetic, proactive and enthusiastic</li> <li>• A strong understanding of, and commitment to, equality and diversity</li> <li>• Aligned to LCDT principles and values <a href="#">Strategic Overview – Linlithgow Community Development Trust</a></li> </ul>	<ul style="list-style-type: none"> <li>• Committed to continuous professional development of self and others</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work some evenings and weekends</li> <li>• The ability to transport yourself around the local area to meet with partners and volunteers through the course of your work</li> </ul>	

Linlithgow Community Development Trust (LCDT) is fully committed to the principles of equality of opportunity. Through our recruitment process we will endeavor to ensure that no applicant receives less favourable treatment, on the grounds of age, race, disability, parental or marital status, religious belief, sex, gender, social status or sexual orientation.