



Shambellie House Trust | Job Opportunity

Job Title: Project Development Manager

Hours of Work: Full Time (35 hours per week)

Contract: Fixed term for 2 years

Salary: £21,840 pro rata

Location: Mainly from home, with access to Shambellie House, New Abbey

Reports to: Trustees of Shambellie House Trust

Job Description:

Shambellie House Trust was formally constituted in July 2015 as a result of a community campaign to retain Shambellie House and its grounds for community use. Our objectives are to develop Shambellie for community, education, arts, crafts and heritage benefit, via preserving the B-listed building of Shambellie House. Our vision is “to create a centre for day and short residential courses celebrating the environment and culture of Dumfries and Galloway, connecting the centre to the wider community.”

To achieve our vision, we require the engagement of a Project Development Manager, who will have specific experience of working in the third sector, have a sound understanding of managing charities, community development and capital regeneration projects.

The role and responsibility of the Project Development Manager:

- To take the business plan forward, working with partners, the community, practitioners, organisations and statutory bodies to develop the project.
- To research, identify and secure funding for the capital redevelopment phase.
- To work with architects and building professionals.
- To work with the relevant authorities regarding the listing status of Shambellie House.
- To maintain good communication with the community, to support volunteers and the voluntary Board.
- To research possibilities for partnerships with other agencies and individuals, including the arts, crafts and education sector
- To manage budgets
- To support the Board with governance.

The successful candidate will have demonstrable communication skills, both in speech and in writing; be computer literate, especially in relation to MSWord; Excel; social media and the use of the internet for researching information. They will be friendly and approachable; positive and self-motivating, and have good interpersonal skills.

The role includes meeting with trustees and other groups that will involve some evening and weekend working.

If you feel you have the skills please do get in touch to discuss the role.

This post and associated costs are funded by the generosity of the Scottish Government's Investing in Communities Fund



Person Specification:

Attributes	Essential	Advantageous
Interpersonal Skills	<ul style="list-style-type: none"> • Positive, flexible and approachable • “Can-do” attitude • Self-motivated, able to work independently and as part of a team 	
Education, Qualifications, or Experience	<ul style="list-style-type: none"> • School leaver qualifications in English and Maths (Standard Grades, National, G.C.S.E’s or equivalent) • Experience of working or volunteering in the third sector • Project management experience 	<ul style="list-style-type: none"> • Degree level education in a relevant subject • Capital redevelopment project management experience • Experience of organising events in a community context
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills • Experience of liaising with funding organisations • Experience of applying to trusts and grant providers for funding • Ability to manage budgets and monitor and evaluate practice • Ability to think creatively and strategically • Ability to set and achieve realistic targets, self-manage workload and use initiative. • Excellent organisational and administration skills • Proficient in Microsoft Office 	<ul style="list-style-type: none"> • Knowledge of developing projects for buildings with a listed status • Knowledge of the local arts, crafts and education sector • Understanding of the local economy of Dumfries and Galloway • Ability to engage and work with key stakeholders and statutory bodies • Good networking skills • Knowledge of the third sector and charity governance

To Apply:

Please apply in writing with a CV and covering letter, explaining why you believe you are the best fit for this job by no later than **19th March 2020**, to:

The Chairman
 Shambellie House Trust
 Shambellie House
 New Abbey
 DG2 8HQ

chair.shambellie@gmail.com 07808 775901