



Lanark Community Development Trust Operations & Development Manager Application Pack

About Lanark Community Development Trust

Lanark Community Development Trust (LCDT) is an independent Scottish charity, and one of a growing network of Development Trusts across Scotland. Established in 2009, our aim is to develop and deliver community projects which have a positive social, environmental, or economic impact on the town of Lanark and the surrounding area. We were one of the lead partners in the development of the 'Vision for Lanark', a strategic plan for the town, and continue to work in partnership with Discover Lanark and other third sector groups to deliver projects and maximise our impact.

LCDT is led by a team of Trustees who all serve on a voluntary capacity. We are also a membership organisation and offer a number of volunteering opportunities.

Recent projects delivered by LCDT include the redevelopment of Deadman's Lane with Lanark Grammar School, the interpretation of the Wallace gap Site, and the installation of the Clydesdale Horse at Lanark Market. One of our core projects is the management and development of Castlebank Horticultural Centre (CHC). This purpose-built facility is located within the historic grounds of Castlebank Park and provides a community growing space, with associated training and learning facilities. Income generated through CHC is reinvested in the LCDT and our projects.

Further information about the Trust and its operations can be obtained via www.lanarktrust.co.uk

Job Title:	Operations & Development Manager
Salary:	£32,0000
Term:	Fixed term contract 1 year contract commencing from employment date with possible extension subject to funding. Immediate start is desirable.
Hours:	Full Time, up to 37 hours / week, including evenings and weekends dependent on business needs
Location:	Lanark, Castlebank Horticultural Centre, ML11 9EG
Key Contacts:	LCDT Chair Educational Gardener Volunteers

What we are looking for:

We are looking for a motivated and energetic Development Manager to lead the operations of Castlebank Horticultural Centre and support the development of other projects run by LCDT, whilst working with local partners to maximise capacity to create positive interventions for Lanark. This funded position is initially for one year, but we hope your drive will lead to continuation funding.



What you will be doing:

You will lead on the operation and development of Castlebank Horticultural Centre and other LCDT properties, working to create well-managed and engaging spaces with sustainable income streams. You will also provide support to LCDT-wide operations including project co-ordination, administration & membership management, volunteer support, board meeting facilitation, and marketing & communications. You will work the equivalent of one day a week with the Trust's partner, Discover Lanark, on their social media pages and website.

Key Activities

Venue Operational Management:

- Financial management & reporting of all relevant income & expenditure.
- Management of waste contracts, cleaner rotas, and sundries.
- Co-ordination of Health & Safety, including relevant Risk Assessments, key safety & alarm checks, and monthly defibrillator checks and reports.
- Provision of 6-weekly Centre Operations report to the LCDT Board.

Co-ordinate and develop income generation activities and projects for CHC and LCDT including:

- Promote and manage room hires, including preparation of spaces as required.
- Plan, promote, and support plant and produce sales.
- Work with the Educational Gardener to develop, plan, and promote activities including seasonal wreath making workshops and other chargeable activities.
- Support the identification & submission of grant funding applications for LCDT projects.
- Support the co-ordination of LCDT grant-funded projects and contractors.

Manage the Castlebank Horticultural Centre Events Programme:

- Work with the Educational Gardener to plan, promote, and facilitate the CHC events programme including: the Family Gardening and Nature Club; Summer Open Day; Doors Open Weekend; and Halloween events.
- Facilitate online events, talks and workshops including circulating joining links, managing attendance, facilitating questions to Educational Gardener, dealing with live technical issues, and circulating post-event links or content.

Provide LCDT Board Support

- Scheduling, circulating papers, and minute taking at LCDT Board meetings and Annual General Meeting.

Develop a positive staff & volunteer team

- Support the management of staff administration- rotas, holiday scheduling etc.
- Manage the scheduling of community gardening volunteer sessions at the centre, and record hours.
- Support the recruitment and retention of volunteers and maintain the centre's 'Volunteer Friendly' award.

Partnership management:

- Work closely with Discover Lanark and other third sector / corporate organisations to identify potential projects and take forward development of these.
- Actively seek out income generating and partnership opportunities for the centre through delivery of workshops/training courses and visits etc.

Marketing and Communications:

- Manage the LCDT and Discover Lanark website and social media channels.
- Produce and circulate of quarterly printed 'Friends of Castlebank' Newsletter, and relevant posters and flyers.



Who we are looking for:

We are looking for a motivated self-starter who understands the diverse and challenging nature of working for a small charity. You will be passionate about community development and engaging new audiences with our work. You will also be well organised, able to balance a varied workload which ranges from development of larger projects to minute-taking for board meetings. You will be a strong communicator and willing to get 'hands-on' in supporting our people, places, and projects.

We need you to:

- Demonstrate an understanding of the work that LCDT does and our aspirations for our future.
- Display excellent communication and interpersonal skills and be able to work with a diverse range of people.
- Be a self-starter with the ability to prioritise your workload and to work on your own initiative.

- Have strong management skills, able to implement clear procedures and co-ordinate a range of activities and projects.
- Excellent administration, organisational and scheduling skills.
- Have excellent financial management, budgeting, and reporting skills, and be able to balance income generation with social impact.
- Have experience of developing and running community events and activities.
- Have strong IT skills with experience of:
 - A broad range of MS Office and administrative software (TeamUp, Ticket Tailor, Mailchimp etc.)
 - Wordpress or other website content management systems
 - Design software such as Canva or similar
 - Social Media platforms
 - Cloud-based payment systems (PayPal, Zettle etc.)

- Take a flexible approach to work as evening and weekend working may be required.

It would be great if you:

- Have experience of developing and writing grant applications.
- Have experience of working with volunteers.
- Have experience of meaningful community / third-sector partnerships.

What you will get from us:

- A salary of £32,000 plus the opportunity to join our employer pension scheme.
- 28 days holiday, plus 3 public holidays.
- A flexible working environment.
- Regular opportunities for CPD, including attendance at the Development Trusts Association Scotland (DTAS) conference.
- The opportunity to make the role your own!

How to apply:

If this is the challenge you are looking for, please e-mail your CV and covering letter (no more than one A4 page) to: LCDT Chair, Sylvia Russell: sylviarussell555@gmail.com by 12.00 noon on 10/04/2024.

It is anticipated that interviews will take place in early April.

The Lanark Community Development Trust is an Equal Opportunities employer and is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age, or sexual orientation. Our policy aims to prevent unfair and discriminatory practices within LCDT and to encourage full contribution from its diverse community interests. LCDT is committed to actively opposing all forms of discrimination.