

COIGACH COMMUNITY DEVELOPMENT COMPANY

JOB APPLICATION PACK

MANAGING DIRECTOR



1. INTRODUCTION

This Job Application Pack contains all you need to know to apply for this exciting new role with Coigach Community Development Company (CCDC):

- Background information about CCDC, including: governance and management, current and future delivery plans and aims
- Job Description
- Recruitment process: how to apply and interview process

2. COIGACH COMMUNITY DEVELOPMENT TRUST

2.1 Background to CCDC

Coigach is a rural community, which numbers approximately 230 people, and is situated in the North-West Highlands, approximately 45 minutes drive from Ullapool. [Coigach Community Development Company](#) (CCDC) was established in 2010, and also registered as a charity in 2017. It was set up in response to the expressed wishes of Coigach residents, to help ensure the future sustainability of the local community. CCDC is run by a Board of nine voluntary directors who live in and are elected by the community of Coigach. In addition to elected directors, from time to time, up to two directors may be co-opted on to the board, typically to fill gaps in expertise or experience.

CCDC has one full time equivalent Local Development Officer role, currently shared by two staff members, both of whom live locally.

At least half of the community are now members of CCDC. Membership is free and is for those who are on the Coigach Electoral Register and who are resident in the area as defined by postcodes in the CCDC [Articles of Association](#).

During 2022 CCDC undertook in depth work to consider its future strategic priorities, including a review of governance, to ensure that the organisation is fit for purpose, meets statutory requirements and can deliver on the community's ambitions. Having grown quickly since 2010, and anticipating the development and delivery of increasingly complex projects in the future, it is vital that the organisation has the systems, processes, skills and capacity to do this. This review has identified the need for a Managing Director to lead CCDC in the next stage of its evolution.

2.2 Activity to date

Since its establishment, CCDC has achieved numerous successes, most notably the construction of a 500kw community owned wind turbine (existing planning permission to 2037), which provides a healthy income stream enabling CCDC to undertake core activities, deliver projects in line with its charitable objectives and administer a grant scheme for local community groups and individuals. The information below provides an overview of some of the key activities which CCDC is currently leading, managing and/or engaging in:



2.2.1 Housing

The very limited availability of housing, particularly for young families is a key and ongoing issue for the local community, and the provision of affordable housing remains CCDC's top priority. Work is currently underway to explore opportunities to purchase land and investigate other potential housing sites in Coigach. A Scottish Land Fund Stage Two application was recently submitted for the purchase of the former Hydroponicum site.

2.2.2 Community Grant programmes

CCDC currently runs the following grant programmes for the benefit of local people:

CCDC Supporting Children and Young People Fund for individuals, from birth through to end of secondary school, enabling them to access activities or obtain equipment that supports their development. In the year to 31st March 2022 CCDC distributed £600 from this fund.

CCDC Education and Training Bursaries Fund for individuals (aged 16+) who wish to develop their skills by undertaking courses delivered by accredited organisations and recognised training providers. In the year to 31st March 2022 CCDC awarded £2,570 from this fund.

CCDC Wellbeing Fund for individuals (aged 16+) to participate in a wide range of arts, cultural or leisure events. In the year to 31st March 2022 CCDC awarded £2,775 from this fund.

CCDC Small Grant Fund (up to £5,000) for Organisations for local organisations (voluntary bodies, school etc.) to deliver project/s which meets one or more of CCDC's charitable objects and benefit the wider community. In the year to 31st March 2022 CCDC awarded £18,560 from this fund, to; Coigach Heritage, Achiltibuie Tourist Association, Coigach Community Trust, Highland Community Broadband and Achiltibuie Primary School Parent Council.

CCDC Energy Support Fund established in April 2022, which allows support for individuals experiencing difficulty with covering the cost of their domestic energy bills.

2.2.3 Coigach & Assynt Living Landscapes Partnership (CALLP)

Funded by the National Heritage Lottery Fund, and led by the Scottish Wildlife Trust, the [Coigach & Assynt Living Landscapes Partnership](#) aims to bring environmental and economic benefits to the Coigach and Assynt regions of North West Scotland. CCDC has been one of 14 partners, which range from community land-owners, community interest groups, charitable land-owners, private land-owners and charitable membership organisations.. CCDC has enjoyed direct involvement in and benefit towards a number of local projects centred on access, recreation, interpretation and music.



2.3 Strategic Delivery Plan 2022-23 and beyond

The current CCDC Strategic Delivery Plan identifies a range of priority projects and activities across a number of thematic areas. These are summarised in the table below:

Thematic work area	Summary of priority actions 2022-23
Housing	Gain control of a site for multi-house development & submit planning application; scope other options for access to housing; review housing needs survey.
Infrastructure	Explore options for using wind turbine generated electricity locally; support local community groups to take forward projects; explore green & shared transport options.
Land & Food	Feasibility study on local food needs & growing options; identifying opportunities for food growing; explore opportunities for utilising local food & other waste.
Arts & Culture	Complete delivery of CALLP Music & Tales Project; support redevelopment of Old Hall; develop strategy for supporting Arts & Culture in the community.
Charitable Giving	Promote & administer community grant scheme; review grant scheme; develop & launch energy poverty support programme.
Asset Management	Manage community wind turbine; manage local tenancies & building upkeep; explore options & plan for future use of former Smokehouse; develop costed management plan for CCDC assets.
Governance, operations & staff	Ensure effective Board governance & sound financial management; ensure effective communication and engagement with community & stakeholders; ensure ongoing support & development for staff.

Building on this scheme of work, CCDC anticipates that key projects and activities in 2023 will include:

- undertake a comprehensive community consultation, to gauge local priorities, from which will be developed an investment plan;
- review the turbine grant scheme (established in 2017) to ensure it is delivering on CCDC's priorities and strategic objectives;
- purchase of former Hydroponicum Site and pursue other housing site options;
- consideration of options for the former Smokehouse building following Scottish Sea Farms departure, and implementation of plans;
- improve insulation in former School House to meet incoming energy efficiency regulations;

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- work with Home Energy Scotland to ensure CCDC's grant scheme can appropriately support individuals to improve home insulation and reduce power usage;
- investigate green and shared local transport options;
- support local food growing group ideas and projects; and
- explore follow on activity for the CALLP Music & Tales project.

By 2024 CCDC aims to:

- start construction on first CCDC acquired housing site;
- have secured a second housing site on the peninsula;
- start delivery of green and shared local transport plans;
- set up an Electrical Distribution Co to sell electricity direct to the community;
- explore solar power generation to supplement income when wind and rain are low;
- develop of a strategy to keep generating power (and income) from 2037; and
- continue to support groups and individuals in the community through our grant scheme.

3. JOB DESCRIPTION

Post Title: Managing Director

Salary band: £40,000 – 45,000 (FTE) per annum, based on experience

Contract period: Three years. Part-time role, at least 21 hours, and up to 28 hours, per week (flexible working applies)

Work base: CCDC's office at the Coigach Community Hall with hybrid working from home also permissible, with flexibility offered for the right candidate

Probation: 6 month probationary period

Line Manager: Chair, CCDC

Pension: 5% employer contribution to a group auto-enrolment pension scheme

Holidays: 25 days per year (pro rata) in addition to public holidays

CCDC envisage appointing an individual to the role and are unlikely to consider job-share applications. Secondments from partner organisations may be considered.

The successful applicant will ideally be or become resident, or at least spend sufficient time in Coigach to be able to carry out the role and to form effective and supportive relationships with the Board, staff, contractors, community (including attending community events / meetings as appropriate) and key local partner organisations.

(Please note that CCDC standard terms and conditions of employment will apply)

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MAIN RESPONSIBILITIES

Strategy & planning

- Develop a community engagement process suitable to inform and underpin a new five-year community led development plan.
- Prepare annual project action plans suitable for management of the organisation, staff, and contractors; enabling monthly reporting to the Board.
- Work with staff and contractors to prepare individual annual action plans.
- Oversee the delivery of CCDC's strategic plan and priorities.

Financial planning & management

- Prepare a combined community led development plan and investment strategy [to 2037] including; prioritising projects over time and preparing an initial allocation of funds to projects, distributable grants or direct investments as appropriate.

Staff & contractor management

- Line manage CCDC's current staff team, and any future appointments.
- Lead on programme and project management, including overseeing work undertaken by third party contractors.

Governance

- Help the Board to improve governance and decision making, the operation and effectiveness of Board sub-groups and other organisational aspects identified for improvement, including to meet investment readiness criteria of external funders.
- Support the Board to prepare and monitor annual organisational and individual project budgets as required.
- Support the Board to prepare and monitor suitable key performance indicators for the organisation.
- Prepare and present agendas, reports and recommendations for the Board's monthly meetings

Organisational operations

- Oversee all operational requirements with regards to policies, procedures and systems, and ensuring that the appropriate equipment, materials, IT and communications technologies are in place to secure the smooth running of the organisation.

Communications

- Work with staff to develop a comprehensive communication and engagement plan, and thereafter oversee its delivery.

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Partnership working

- Liaise with CCDC's partners, funders, local community groups and the wider community as required.

PERSONAL SPECIFICATION

Mandatory experience

- Initiating and developing significant community led projects (examples might include land acquisition, affordable housing, energy generation, significant facilities such as halls, centres, pontoons, community shops, community wide climate challenge / circular economy projects etc).
- Working in the area of community led development in remote rural locations.
- Securing funding for significant community led projects (same examples as above).
- Preparation of community strategies, project plans and / or business plans.
- Commissioning and working with external specialists (examples might include: architects, engineers, business planners, Communities Housing Trust).
- Line management of staff teams.
- Project management of development workers / project workers and contractors.
- Reporting to, and supporting the development of, a Board of Directors / Trustees.
- Preparation of Board reports on monthly progress and project papers for approval by a Board.
- Preparing, managing and reporting on significant organisation wide or project budgets and performance indicators.

Essential skills

- Strong organisational skills, able to manage own workload and work to targets.
- Excellent interpersonal skills, able to work well with others as part of a team, to offer courteous challenge to ideas, working in a collegiate manner.
- Good verbal and written communication skills. Able to express yourself well in person, on the phone and over digital media channels. Ability to write clear, concise reports for Board, funders and key partners.
- IT skills – knowledge of MS Office package.
- Confident to engage with a wide range of organisations and individuals, both formally and informally.
- Full driving licence and willingness to travel to events and meet partners.

Desirable experience

- Community engagement for purposes of planning investments, making the case for funding and discharging organisational responsibilities to the community as "owners" of the organisation
- Relevant thematic experience such as initiatives to retain and support local people; housing; development of arts and cultural activities; conservation / biodiversity;

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circular economy; community resilience; community led health, care and transport initiatives and community facilities.

- Awareness and experience of implementing risk assessments, health and safety and wellbeing policies

Personal attributes

- Highly self-motivated, keen to take on responsibility and initiative.
- Energy, enthusiasm and highly professional in your approach to work.
- Empathy towards others, especially diverse and disadvantaged communities.
- Strong work ethic, able to work remotely needing little supervision.
- Ability to work flexible hours.
- A commitment to the aims, objectives and ethos of CCDC.

Qualifications

- Qualifications and or evidence of experience, and continued professional development relevant to the role description.

4. RECRUITMENT PROCESS

4.1 How to apply

To apply for this post please send your CV and a cover letter of no more than two sides of A4 outlining your reasons for applying, and demonstrating how you meet the requirements set out in the above Job Description.

Please send these documents by email to Dr Susan Warren: susan@susanwarrenphd.com. For any queries about the role, please contact Susan in the first instance.

The deadline for receipt of applications is **midnight on Monday 30th January**.

4.2 Interviews

Please note that for successful applicants, first interviews will be held virtually on **Friday 17th February**.

Applicants successful at the first interview stage will then be invited to an on-site meeting in Coigach with the Board and staff of CCDC on **Friday 3rd March**.