

PLANNING AND PLACE DIRECTORATE

RURAL DEVELOPMENT OFFICER

(Band D, full-time (37.5 hours, though part time hours of 30/week may be considered), fixed term 18 months)

Purpose

To promote sustainable rural development in the Cairngorms National Park.

Responsibilities

Under the line-management of the Community Support Manager, the post will support economic and community development activity across the National Park, working with partners to build on the economic and social strengths of the Park while reducing greenhouse gas emissions and adapting to the effects of climate change.

Economic Development

- Coordinate the CNPA's work to support businesses to reduce carbon emissions and to transition to a low-carbon economy.
- Design, lead, manage and deliver specific relevant projects identified within the Cairngorms National Park Partnership Plan to develop a wellbeing economy.
- Source funding and manage project budgets and partner relationships through sensitive and diplomatic communications.
- Organise the Cairngorms Economic Steering Group including writing and presenting reports and developing the partnership work programmes.
- Organise the Cairngorms Digital Steering Group and support partners to benefit from improved digital connectivity, including mobile and broadband.
- Coordinate and monitor delivery of relevant aspects of the National Park Partnership Plan.

Community-led Development

- Coordinate the CNPA's work to support communities to reduce carbon emissions and to transition to a low-carbon economy.
- Facilitate and support community-led projects, providing advice and guidance where required, including through the establishment and work of community companies, Development Trusts, and similar organisations.
- Provide advice and support in promoting and coordinating community action planning and community-led transition to a low-carbon economy
- Lead on input to community development organisations (including the Marr Area Partnership and Voluntary Action Badenoch and Strathspey) to deliver the National Park Partnership Plan
- Contribute to key community organisations and networks in the National Park, including the Community Councils and Associations, and the Association of Cairngorms Communities, Planning Representatives Network, etc.
- Manage and update the economic and community sections of the CNPA website and related social media

General

- Contribute to the work of the Planning and Place Directorate, and CNPA as a whole, ensuring compliance with financial and other internal procedures
- Contribute to the delivery of the National Park Partnership Plan
- Establish good working relations at officer level with partner organisations and stakeholders
- Manage budgets and seek resources to fund activities and manage work undertaken under contract
- To conduct other work as necessary. All post holders are required to be flexible with regards to their job description so that the organisation can adapt to new opportunities and priorities over time

Person Specification - Knowledge, experience and training**ESSENTIAL**

- Experience of working in the field of economic or business development and administration and/or community development
- Good knowledge and understanding of sustainable and community-led rural development, tourism and economic development issues
- Project management experience, including managing short-term contracts.
- Understanding of the needs of public, private and third sectors in relation to economic and community development
- Experience of working in partnership with a range of stakeholders in the public and private sector, including community engagement
- Ability to think strategically and be able to apply his/her skills and intellect to a range of issues as the priorities of the CNPA evolve and develop over time
- Excellent communication skills – verbal, written and presentational
- IT skills – word processing, spread-sheets, databases
- Full UK driving licence or access to driver if disability prevents driving

DESIRABLE

- Knowledge and understanding of digital connectivity issues
- Experience of establishing and managing social enterprises
- Knowledge of Gaelic

January 2022