

Application Pack

Number 30 Operations Coordinator



December 2021



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Huntly
Development Trust

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1. Introduction

Huntly Development Trust (HDT) is an ambitious, active community-led company working to make Huntly and District a better place to live, work and visit. (www.huntlydt.org).

One of our current key projects is the £3.5 million redevelopment of Number 30 The Square, Huntly, a 1,250m² former department store, into a flagship, multipurpose community venue fit for the 21st century. With full planning consent received (<https://bit.ly/3y97JS4>), funding in place and construction work now started, HDT is seeking to recruit an Operations Coordinator (Nr30OC). The postholder will assist our Town Centre Development Manager (TCDM), Town Centre Sub Group (TCSG) and Number 30 Working Group (Nr30WG) in ensuring that the operation of the redeveloped building meets our community's needs and is financially sustainable into the medium/long-term.

High-level business planning has already been undertaken as part of the project's initial development and to support funding applications. Several of the spaces in the building already have defined uses. Other spaces are more flexible. For all spaces, more detailed and refined business planning and tenant/user engagement is required. The crucial role of the Nr30OC is to coordinate and drive forward this work to ensure that Number 30 hosts an exciting, financially viable portfolio of uses by the time it opens its doors in early 2023.

The post is part-time (18.75 hours per week) and for a fixed term of one year. The accompanying starting salary is £30,000 pro-rata, plus employer's contribution to a company pension scheme. Given other HDT projects in the pipeline, there may be opportunities for other employment within the organisation thereafter, but unfortunately no guarantees can be given at this stage.

This application pack introduces you to the application timetable, HDT, Huntly and District and the Operations Coordinator role. If you have any queries, please contact: jobs@huntly.net.

2. The Application Process

2.1 Overview

The timetable for the application process is as follows:

Sunday 9 th January	Deadline for receipt of applications by e-mail to jobs@huntly.net .
Friday 14 th January	Applicants informed whether they have been short-listed for interview and about the interview format.
Monday 24 th January	Interviews in Huntly/online as appropriate
Tuesday 25 th January	Interviewees informed of the outcome
As soon as possible thereafter	Successful candidate takes up their post

HDT reserves the right to amend this timetable without notice.

2.2. How to Apply

By **23.59 on Sunday 9th January**, applicants should send to jobs@huntly.net:

- A letter of application explaining your motivation/interest in the post (2 pages of A4 max)
- Your CV, including your contact details
- The names and contact details of two referees, one of which should be your current or most recent employer. These referees may be contacted by HDT prior to your interview. If you do not wish your referees to be contacted unless you are offered the job please indicate this clearly in your letter of application.

For informal enquiries about the vacancy please send an e-mail to jobs@huntly.net and we will get back to you as soon as possible.

Please note that due to Christmas and New Year holidays no replies will be available from the evening of Friday 18th December until the morning of Wednesday 5th January.

Thank you for your interest in the vacancy and in Huntly Development Trust.

3. An Introduction to Huntly Development Trust

Huntly Development Trust (HDT) is a company limited by guarantee with charitable status formed in 2009 by and for the community of Huntly and surrounding district. Our aim is to build a resilient, inclusive, enterprising community capable of dealing with ongoing change.

Our main objectives are:

- maintenance, regeneration and improvement of the community's physical, economic, social and cultural infrastructure, and assisting people who are at a disadvantage because of their social and economic circumstances
- advancement of education and training, arts, culture, heritage, sports, recreation and environmental improvement.

Our main activities are development and management of projects to make Huntly and District a better place to live work and visit. Our 'community of benefit' is the AB54 postcode sector, which covers the town of Huntly itself and its catchment, including Aberchirder, Forgue, Gartly, Glass, Largue, Lumsden, Rhynie, Rothiemay & Ythanwells.

Since establishment, we have undertaken many projects with a range of partners, including:

- Construction of the Portsoy Road footpath
- Publication of the Walks Around Huntly and District guidebook
- Co-ordination of a skills development and exchange project with 3 communities in Finland
- Installation of gateway signage for Huntly
- Hosting a range of visits and events to showcase the area
- Acquisition of Greenmyres Farm as a community resource and subsequent redevelopment of the farmhouse to create an Ecobothly at the site
- Establishment and operation of the Huntly Travel Hub, running a 3-vehicle community car club, a fleet of 14 e-bikes, the community minibus and delivering work to develop paths and safe cycling and walking opportunities in the area.

While undertaking projects to benefit our community we seek to generate our own income streams wherever possible so that we reduce our dependency on grant funding. To that end we have developed several renewable energy initiatives, including commissioning our own community wind turbine. The income from those projects enables us to move forward some of our community's priorities, such as regeneration and development of our town centre.

We have purchased three town centre buildings since 2019:

1. the former RBS at 10 ½ The Square, is now refurbished and let to Orbs Community bookshop
2. a small property at 11 Deveron Street will be refurbished in 2022 to create a home for our Huntly Travel Hub
3. redevelopment work on the third and largest building, the former Cruickshank's department store at 28-30 The Square, started in October 2021.

Along with the work of other community and private sector partners, these projects will transform the experience of Huntly town centre for our community and visitors alike.

HDT plays a key role in the Huntly Town Team (HTT), a multi-stakeholder group made up of a range of community organisations in Huntly and the public sector. The HTT has steered the Room to Thrive project which has galvanised community efforts to regenerate the town (see www.huntly.town for more information on Room to Thrive).

The work of HDT is becoming increasingly recognised regionally and nationally, with recent coverage on TV, radio and film. More information on HDT can be found at www.huntlydt.org.

4. An Introduction to Huntly and District

Huntly is a small market town approximately 40 miles North-West of Aberdeen in the North-East of Scotland. The town lies close to the Aberdeen to Inverness trunk road, has a station on the Aberdeen to Inverness railway line and is about an hour from the international airports of both cities. The current population of the town of Huntly is ca 4,400, with an additional 7,100 in the surrounding district.

Huntly is an agricultural market town and is the centre for the wider farming area with a regularly-used mart. The entire town centre, including the attractive central market Square, is a conservation area and contains 62 listed buildings. A short walk from The Square is Huntly Castle. Huntly was the historic capital of ancient Strathbogie, and its castle was the seat of the Gordon Family. The Gordons raised the Gordon Highlanders, now merged into the Royal Regiment of Scotland. Besides agriculture, other important local industries have been textiles, brewing, engineering and a flourishing retail sector.

Nowadays, Huntly has a significant industrial estate. Major employers are Deans (shortbread manufacturers), Rizza's (ice cream) and R&M Engineering. The public sector is also a key employer in Huntly, with Aberdeenshire Council, NHS Grampian and Forest and Land Scotland all having a strong local presence.

In 2006, two supermarkets opened on the edge of town and with the rise in internet shopping, the fortunes of the town centre declined. Actions to tackle its state were identified as a priority through a wide-ranging community consultation process, Room to Thrive, in 2018/19. Through the efforts of a variety of community groups, with the support from Aberdeenshire Council and Scottish Government, these actions are starting to bear fruit. However, more work is still needed.

Huntly is home to a large number of active community groups with interests ranging from contemporary arts to traditional fiddling, and from rugby to bridge. CricketScotland has chosen Huntly as the venue for its North of Scotland Cricket Academy. British Nordic Development Squad, Snowsport Scotland performance squads and GB Snowsport Cross Country Ski Squads, several of whom have competed at Winter Olympics. Local shooter Sheena Sharp was a double Gold Medal Winner at the Commonwealth Games in 2006.

Huntly is also very proud of the seemingly endless stream of talent in the traditional Scottish performing arts. The town produces World Highland Dance Champions and has thriving Dance Schools which have sent performers as far afield as China. Huntly & District Pipe Band perform by invitation at many Scottish Highland Games and abroad. Shona Donaldson is a top traditional Scottish singer from Huntly who has toured internationally. Both she and her husband, champion Scottish fiddle player and composer Paul Anderson, have separately completed 'artist-in-residence' projects in the town commissioned by contemporary local arts group Deveron Projects. Iona Fyfe, another local artist, has just won Musician of the Year at the MG ALBA Scot Trad Music Awards. With HDT support, Deveron Projects led Huntly's successful bid to be named Scotland's most Creative Places of its size in 2013.

More information about our vibrant community can be found at:

<https://www.experiencehuntly.com/>

5. Number 30 Operations Coordinator Job Description

JOB DESCRIPTION	HDT/018
POST TITLE	Number 30 Operations Coordinator (N30OC)
CONTRACT TYPE	Fixed term one year, part-time (18.75 hours/week) Flexible working possible.
REPORTS TO	HDT Town Centre Development Manager (TCDM)
REMUNERATION	£30,000 per annum (pro-rata), plus contribution to a pension scheme

5.1 Background and Job Purpose

Huntly Development Trust (HDT) is an active community anchor organisation serving the market town of Huntly, Aberdeenshire, and its wider rural catchment. HDT aims to develop and deliver a variety of initiatives to improve the quality of life in Huntly and District.

HDT is a key member of the Huntly Town Team, a multi-stakeholder group, working to develop and deliver a community-led strategy for Huntly, "Huntly 2030". Community consultations undertaken to develop the strategy have identified that improvement of Huntly Town Centre is a priority for action.

Following the acquisition of Number 30 The Square, a landmark Huntly town centre building in 2019, HDT successfully secured funding for its refurbishment to create a multi-use centre offering a diverse range of facilities that include a café; cinema/performance venue; co-working centre; heritage, visitor and green travel information; learning, training and conference space, together with community, retail and office space all of which will provide opportunities for jobs, training, learning and leisure. The project completion date is 31st December 2022.

Having secured funding for this development, HDT is now seeking a motivated and skilled Operations Coordinator to work with its Town Centre Development Manager (TCDM) to help plan and deliver actions to ensure that this ambitious project meets the needs of the community and its visitors. Close liaison will be required with HDT's Town Centre Sub Group and Number 30 Working Group, and a variety of partners and wider stakeholders. This critical role will support delivery of social, economic and environmentally sustainable outcomes through the uses of the Number 30 building. The post-holder must be a self-starter who is able to motivate both themselves and others to deliver the agenda in an environment of conflicting demands and limited resources. Personal resilience and the ability to manage and deliver in a complex and often very diverse environment will be key to success.

5.2 Main Tasks

To support all aspects of the development of uses of Number 30 and its future operations and management structure, in particular assisting the TCDM with:

- Facilitation and organisation of volunteer groups, organisations and individuals involved with developing future operations and management of the future project
- Development of the financial sustainability strategy for No.30 operations
- Identification of potential funding sources for future project uses
- Preparation and compilation of background for funding reports and applications
- Building and developing ongoing community involvement and engagement with the project
- Liaising with potential tenants and stakeholders
- Creation of a robust business plan with achievable income projections.

5.3 Requirements

To ensure successful delivery of the project the postholder will be required to:

1. Support the TCDM, HDT's Town Centre Sub-Group (TCSG) and the Number 30 Working Group in developing economically, socially and environmentally sustainable uses of Number 30
2. Report to the TCDM and TCSG as required
3. Build and sustain good relationships with the local community, partners, organisations and key stakeholders
4. Work with partners, external organisations and agencies on project outcomes and delivery
5. Prepare tender documents and funding applications
6. Prepare reports and presentations as part of the decision-making process
7. Deputise for the TCDM from time to time and be a collaborative player in the HDT team

5.4 Required Skills

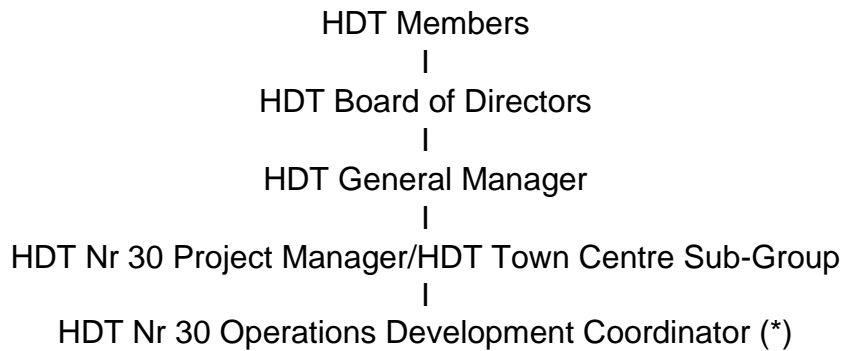
Essential

- Self-motivated with the ability to work under own initiative. Can work well as part of a small dynamic team, and has the good judgement on when to bring in others
- Ability and confidence to motivate and develop community involvement to build capacity and project engagement
- Experience of third sector funding and budgets with an understanding of outcome requirements and reporting procedures
- Good planning, organisational and project management skills with the ability to manage and organise complex competing demands and priorities
- Familiarity with/understanding of tendering processes
- Commercially perceptive and financially astute
- Experience of developing feasibility studies
- Good negotiating and influencing skills
- Can demonstrate an understanding of the value of community capacity/wealth building
- Experience of facilitating and developing skilled volunteer groups
- Experience of and ability to write successful funding bids
- Ability to develop, maintain and review processes
- Excellent listening and presentation skills via a range of media, e.g. face-to-face, telephone, in writing
- Excellent time management skills
- Creative ability with problem solving skills to develop solutions to issues arising
- Numerate, with good attention to detail
- Knowledge of research methodology and the resources available to facilitate review
- Fluent in the use of office applications, e.g. MS Word, Excel, Powerpoint, databases
- Able to work flexible hours to reflect the nature of the post
- Able to travel within the project area

Desirable

- Knowledge, experience and understanding of town centre regeneration, economic development and community wealth building
- Ability to develop marketing strategies and use digital platforms/social media creatively and responsibly
- Ability to think strategically and creatively
- Able to 'hit the ground running' with an understanding of rural communities like Huntly and District

5.5 Reporting Relationships (this job is indicated by *)



5.6 Other

- The postholder will be based in the HDT office or from home/other location as may be agreed, and dependent on evolving Covid-19 restrictions.
- The postholder will be expected to represent HDT when meeting key personnel from a range of organisations
- The post suits a positive, outgoing person who can think strategically and creatively but who is down to earth and can deliver real and tangible results.
- The post-holder is entitled to 31 days paid holiday per year (pro-rata). This includes public holidays.

6. Further Information

For informal enquiries about this position please e-mail: jobs@huntly.net. You can either pose questions for us to answer by e-mail or leave a telephone number and one of our team will call you back. Either way, we will respond as soon as possible.

Please note that due to Christmas and New Year holidays no replies will be available from the evening of Friday 18th December until the morning of Wednesday 5th January.

Please note, the purpose of a Job Description is to indicate the general level of duties and responsibilities, not to form an exhaustive or compulsory list of detailed activities.