

Huntly Travel Hub Manager

Application Pack



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Funded by
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People and Places Programme 2025-26

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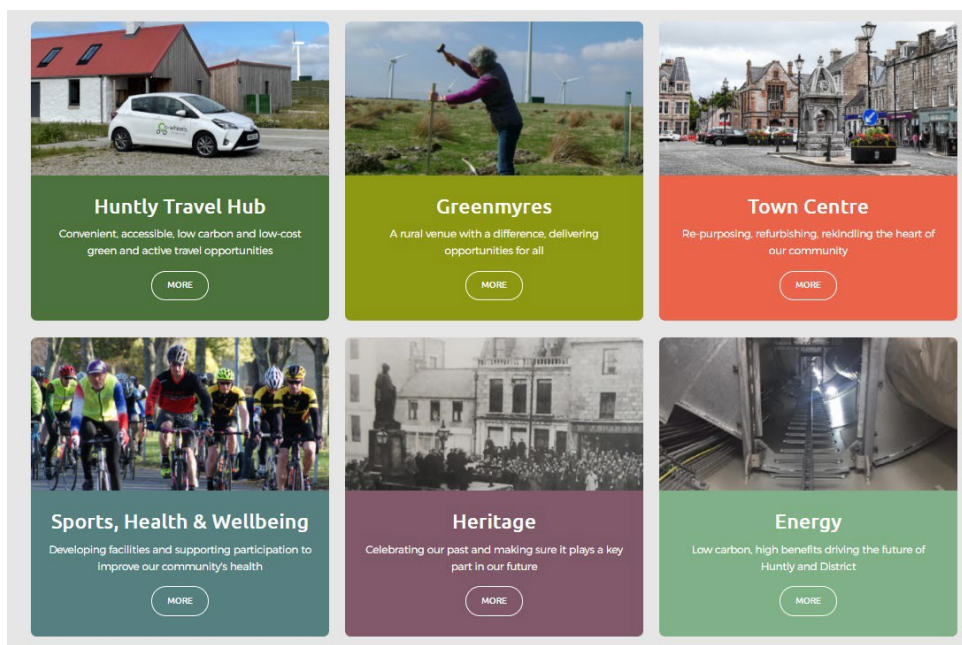
1. Introduction

Huntly Development Trust (HDT) is an ambitious, active community-led company and charity working to make Huntly and District a better place to live, work and visit. Established in 2009, we work with other to improve the quality of life in Huntly and District. We have now established a track record of achievement that is increasingly valued locally and recognised nationally.

One of our key projects since 2014 has been development and operation of the Huntly Travel Hub (HTH) to improve ways of getting around our small market town and its wider rural catchment in a green and active way. With support from a range of funders, as well as HDT's own resources, the project has grown to a fleet of 15 e-bikes, a two car Co-wheels franchise and a community minibus. The HTH is also leading work to improve getting around Huntly more safely through the ongoing Mini Holland initiative and overseen a community-led plan to develop, improve and promote a path network across the AB54 area. The HTH operates from its own dedicated recently refurbished premises in Huntly Town Centre¹.

Thanks to funding from the NESTRANS People and Places Programme 2025-26, HDT is seeking to recruit a manager for the HTH. The purpose of the post is to work with a range of stakeholders to maximise the benefits and opportunities that the HTH offers, ensure that it runs in a safe and welcoming manner and generates income for reinvestment. The post-holder will promote and manage all aspects of the HTH, including bookings, repair and maintenance of the fleet and premises, and develop new avenues for the HTH. HDT aims to make the post permanent, but the post is offered initially on a fixed term contract until 31st March 2026. The starting annual salary is £34,000, plus a contributory pension scheme. Ideally, we would like to appoint a full-time (37.5 hours/week) manager, but will consider applicants able to offer a minimum of 25 hours/week.

This application pack introduces you to the application process, HDT, Huntly, the Travel Hub and the role. If you have any queries, please contact: huntlytravelhub@huntly.net.



An overview of what Huntly Development Trust does

¹ Temporarily let to the Huntly Banking Hub, the premises should be available again to the HTH in October 2025. Alternative arrangements for hosting the new HTH manager will be made meantime.

2. The Application Process

2.1 Overview

The timetable for the application process is as follows:

Sunday 8 th June	Deadline for receipt of applications by e-mail to huntlytravelhub@huntly.net .
By Wednesday 11 th June	Applicants informed whether they have been short-listed for interview and about the interview format.
w/c Monday 16 th June	Interviews in Huntly
w/c Monday 23 rd June	Interviewees informed of the outcome
As soon as possible thereafter	Successful candidate takes up their post

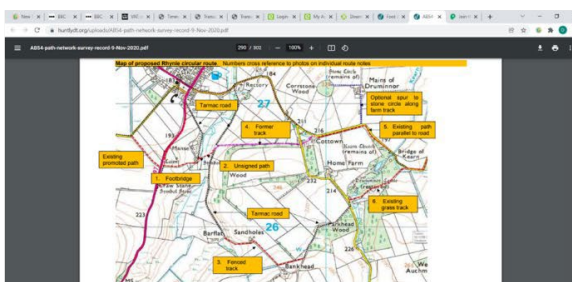
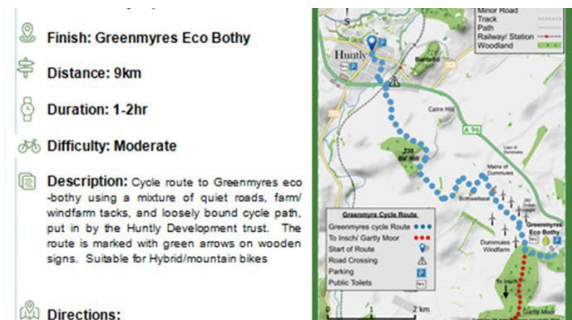
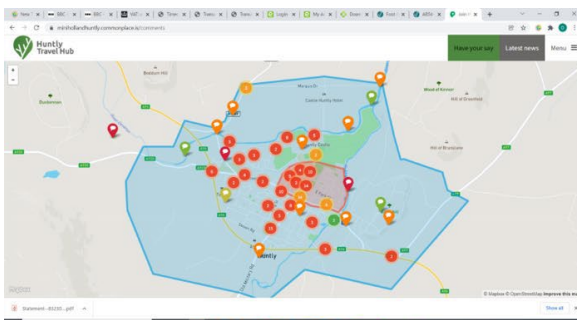
HDT reserves the right to amend this timetable without notice.

2.2. How to Apply

By **midnight on Sunday 8th June** applicants should send to: huntlytravelhub@huntly.net.

- A letter of application explaining your 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.

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



The new Huntly Travel Hub Manager will enjoy a varied role!

3. An Introduction to Huntly Development Trust

Huntly Development Trust (HDT) is a company limited by guarantee with charitable status formed by and for the community of Huntly and surrounding district as defined by the AB54 postcode district. We are a member-owned and led organisation, steered by a volunteer board of Trustees/Directors and currently employ ca 12.5 FTE staff.

HDT's mission is to build a resilient, inclusive, enterprising community capable of dealing with ongoing change. Our key 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.

To meet those aims, we develop projects to make Huntly and District a better place to live, work and visit. Since establishment in 2009, we have worked with a wide range of partners to deliver a wide variety of initiatives of increasing scale and complexity, including:

- establishment and operation of the HTH, including car, e-bike and community minibus hire.
- acquisition and redevelopment of 3 town centre buildings as part of a wider community regeneration strategy. This includes the Number 30 building on The Square with cinema, café, co-working, learning zone and other spaces.
- acquisition and ongoing development of Greenmyres Farm as a community resource, with the first phase of a family-friendly, introductory level outdoor adventure centre complete
- construction of several foot and cycle paths
- co-ordination of a skills development and exchange project with 3 communities in Finland
- installation of gateway signage for Huntly

To reduce our dependency on grant funding and ensure we can continue to deliver benefits in the long term we generate our own income streams wherever possible. To that end, we have developed several renewable energy initiatives, including commissioning our own community wind turbine at Greenmyres.

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. More information on HDT can be found at www.huntlydt.org.



Huntly Car Club vehicle at HDT's Greenmyres site, with the community wind turbine in the background

4. An Introduction to the Huntly Travel Hub

Getting to, from and around a rural area like Huntly and District in a sustainable and active way is challenging. Having a station on the Aberdeen-Inverness rail line and Stagecoach bus services plying the A96 Aberdeen and Inverness road helps to an extent, but reaching other local destinations off the A96-trainline axis is becoming increasingly difficult. Countless surveys of local people identify transport as one of the key concerns, whether this be to access shopping, medical appointments, social outings or leisure opportunities. The 2019 Huntly Room to Thrive community engagement exercise identified “Getting Around” as one of the area’s top five priorities.

And yet the benefits of sustainable and active travel for the environment, economy and the individuals involved are clear. Countries, cities, regions and towns across the world are finding ways to make sustainable and active travel easier and we want Huntly and District to be part of that movement, whether that’s by collective transport, shared ownership of vehicles, increased cycling and walking or in other ways. Sustainable and active travel is not a luxury here: s 30% of Huntly households do not have access to a car or van, and our health indicators are among the worst in Aberdeenshire. Hence, why HDT established the Huntly Travel Hub back in 2014.

Initially, the HTH was supported by the Scottish Government’s Climate Challenge Fund. This enabled HDT to acquire 4 e-bikes and agree a franchise arrangement with Co-wheels. Over the years, the HTH has grown in scale and prominence with the e-bike fleet now numbering 15. Local Co-wheels membership is growing year on year and the community minibus, now in HDT’s ownership, has never been busier. As well as the vehicles, the HTH has led work to promote walking and cycling opportunities in the area by e.g. creating a series of route maps and leading community consultations on a network of AB54 paths. Recently, the HTH has led the Mini Holland initiative which seeks to make Huntly more attractive, easier and safer to walk and cycle around, particularly in the area around the school. Initial concept designs have been prepared which now lie with Aberdeenshire Council. Excitingly, in late 2023, the HTH opened its own premises at 11 Deveron Street in Huntly Town Centre to make to information about getting around Huntly and District sustainably and actively easier to access. The building also provides a base for storing, maintaining and hiring out our e-bike fleet. It is temporarily occupied by the Huntly Banking Hub but will be available again shortly.

Over the years, the HTH has enjoyed funding and others of support from a wide variety of partners, including Smarter Choices, Smarter Places (SCSP), Sustrans, Clashindarroch Wind Farm Community Fund, CoMo, CarPlus, Scottish Government, Aberdeenshire Council and this year, (again) NESTRANS. Income from the Co-wheels franchise and the hiring out of the e-bikes has also risen steadily year-on-year. The HTH is now entering a new phase where the various elements need to be pulled together and marketed cohesively to locals and visitors alike in order to maximise the benefits and opportunities that it can offer. This includes making sure that the HTH can support the exciting new HDT developments next door at Number 30, The Square and at Greenmyres, and earn its own income to help drive it forward.

Given all of that, and thanks to the further support from NESTRANS, we are now seeking an ambitious, conscientious, enterprising team player to fulfil the role of our Huntly Travel Hub Manager.

5. Job Description

POST TITLE	Huntly Travel Hub Manager
DURATION	Fixed until 31 st March 2026 ² (37.5 hrs/wk) ³
REMUNERATION	£34,000 per annum (pro rata), plus employer pension contribution
REPORTS TO	HDT Joint General Managers

Background and Job Purpose

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

One of our key projects since 2014 has been the development and operation of the Huntly Travel Hub (HTH) to provide and improve ways to get around our small market town and its wider rural catchment in a green and active way. With support from a range of funders as well as HDT's own resources, the project has grown to a fleet of 15 e-bikes, a two car Co-wheels franchise and a community minibus. The HTH operates from its own dedicated recently refurbished premises in Huntly Town Centre. Alongside operation and development of the vehicle fleet the HTH has led work to improve getting around Huntly more safely through the ongoing Mini Holland initiative and overseen a community-led plan to develop, improve and promote a path network across the AB54 area.

Thanks to the support of the NESTRANS People and Places Fund, HDT is seeking to recruit a full time (37.5 hours per week)³ manager for the Huntly Travel Hub. The purpose of the post is to work with a range of stakeholders to maximise the benefits and opportunities that the HTH offers, ensure that it runs in a safe and welcoming manner and generates a stream of income for reinvestment in the project/wider Trust. The post-holder will promote and manage all aspects of the HTH. A key immediate focus will be on communications, promotion and marketing what the HTH has to offer to a range of diverse customer segments, and turning this interest into bookings and income. The role will involve collaborating with a range of local and regional partners, as well as HDT colleagues.

Key Tasks

E-Bikes

- Actively and creatively promoting e-bike hire to locals and visitors
- Keeping the booking calendar updated and responding promptly to booking/information requests
- Liaising with users before, during and after their hire, ensuring that all equipment is ready for them to ensure a positive experience and that HDT obtains feedback to aid further development
- Ensuring the that the fleet of bikes is safe and available for hire, either yourself or by liaison with The Bikery, our local bike maintenance providers

² HDT fully intends that the role is permanent, but as with all HDT posts, it is subject to funding/income generation. NESTRANS funding is currently secured until 31st March 2026. HDT will provide full support to help the right candidate make the role a continuing success.

³ Ideally, we would like to appoint a full-time (37.5 hours/week) manager, but will consider applicants able to offer a minimum of 25 hours/week.

Car Club

- Actively promoting the Car Club hire to locals and visitors
- Analysing data and engaging with Co-wheels, existing members and the wider community to identify new opportunities/services
- Identifying new case studies/uses for the car club and promoting them to encourage others
- Inducting new members so they feel confident in using the vehicles

Community minibus (this element of the role will likely remain with another HDT employee for 2025-26)

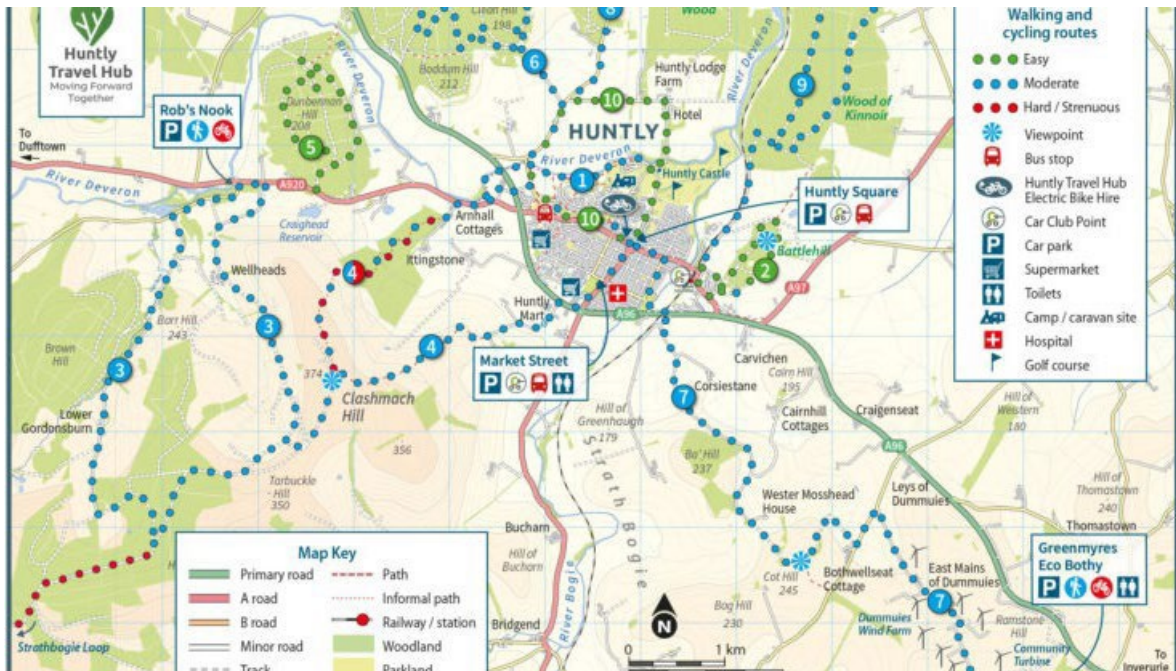
- Keeping the booking calendar updated and responding promptly to booking/information requests
- Arranging the driver rota in discussion with our small team of volunteer drivers
- Supporting and managing that pool of volunteer drivers and identifying and implementing ways to increase it
- Managing all maintenance, health and safety, training and other aspects of the minibus operation

Mini Holland

- Working with Aberdeenshire Council and other stakeholders to progress plans to make Huntly and District safer, easier and more attractive to get around on foot/by bike, especially around schools

Path development

- Progressing the next phase of the AB54 path network development plan
- Promoting walking and cycling in Huntly and District
- Establishing and implementing maintenance plans for the paths we have already had built



One of the HTH route maps developed to date

General management

- Overall financial and operational management of the Huntly Travel Hub
- Acting as operations manager for the premises and the operations, completing regular maintenance checks, identifying and mitigating risks and organising repairs where needed
- Developing and implementing a marketing plan for the HTH services.
- Designing and delivering a programme of appropriate events to promote usage, especially related to cycling and active lifestyles
- Representing HDT at (online) meetings/conferences related to sustainable and active travel
- Identifying new systems and income generating opportunities to make the HTH run more effectively, efficiently and profitably.
- Engaging, collaborating and communicating with the Town Centre subgroup, HDT staff, Board, members, partners, the wider community and the project's major funders
- Providing reports to HDT staff colleagues, directors and funders as required
- Establishing and developing partnerships with others, e.g., Gordon Rural Action and their "Bikery" initiative, Networks of Wellbeing, Aberdeenshire Council and NESTRANS to ensure the HTH is an important part of wellbeing in the area
- Working closely with the Number 30 and Greenmyres managers to identify ways that the HTH can support those initiatives, and vice versa.
- Collaborating with others in the HDT team on a robust HTH business plan to ensure financial sustainability of the operation.
- Identifying funding sources for future projects and helping prepare funding applications to make them happen.

Beyond 2025-26:

- *Identifying opportunities to involve volunteers in the HTH and, with others, develop, support and manage those opportunities and volunteers*
- *Developing educational events and training courses*



One of our e-bike fleet on tour in Huntly and District

Required Skills/Attributes

A. 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
- Operational and management experience, preferably in a rural setting
- Experience and interest in/an affinity for healthy, active/sustainable travel and low carbon living, and the enthusiasm and ability to share that with others
- Ability to form partnerships and work with others in a constructive way
- Commercially astute and with entrepreneurial skills
- Marketing and promotional skills
- Project management skills and experience (including financial management)
- An ability to juggle competing demands and priorities
- Numerate, with good attention to detail
- Ability to proactively identify and mitigate risks and examine/compile robust risk assessments
- Good communication and presentation skills
- Fluent in the use of Microsoft Office applications, e.g., Word, Excel, Powerpoint and Outlook
- Competent and responsible in the use of social media
- Ability/willingness to work flexible hours, including evenings and weekends when needed
- Driving licence and access to own transport, although a Co-wheels vehicle and e-bike can be accessed through the HTH.

B. Desirable

- Qualifications and experience of (e-)bike repair and/or a willingness to learn
- Qualifications to drive a minibuss, and/or a willingness to undergo training
- Qualifications in delivering outdoors activities, leading group sessions, working with children and/or volunteer management
- Experience of or an interest in environmental education
- Experience of and ability to make high-quality funding bids.

Reporting Relationships (This job is indicated by *)

HDT Members

HDT Board of Directors HDT

Joint General Managers

HDT Huntly Travel Hub Manager (*)

Other

- The postholder will be (largely) based at the Huntly Travel Hub, 11 Deveron Street, Huntly.
- The post suits a positive, outgoing, down-to-earth person who can think creatively and deliver real and tangible results.
- The post-holder is entitled to 31 days paid holiday per year, including public holidays, rising to 34 days after 5 years of continuous employment and 36 days after 10 years
- HDT offers a contributory pension scheme from which the post-holder may opt out if they wish.

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.