

# Huntly Travel Hub Manager

## Application Pack



**Huntly  
Travel Hub**  
Moving Forward Together

**May 2026**

Funded by  
**nestrans**

People and Places Programme 2026-27

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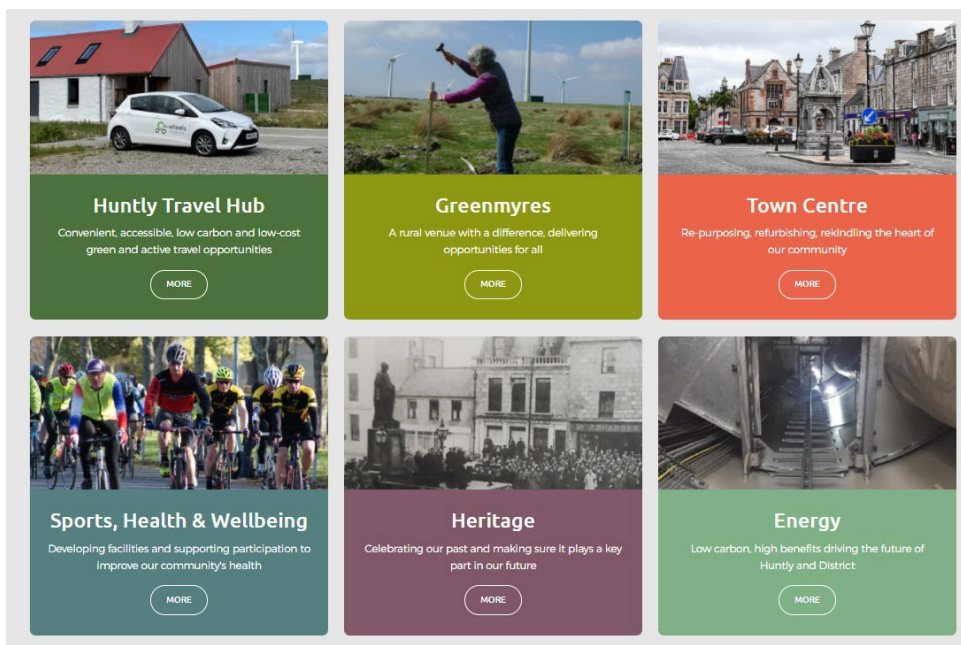
## 1. Introduction

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 20 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 has overseen a community-led plan to develop, improve and promote a path network across the local area. The HTH operates from its own dedicated recently refurbished premises in Huntly Town Centre.

Thanks to funding from the NESTRANS People and Places Programme 2026-27, 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 vehicle fleet and premises, further development of the paths and Mini-Holland programmes, and develop new avenues for the HTH. The post is offered on a permanent basis, subject to funding/finances. The starting annual salary is £35-36,000 depending on experience and qualifications, plus a contributory pension scheme.

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



An overview of what Huntly Development Trust does

## 2. The Application Process

### 2.1 Overview

The timetable for the application process is as follows:

Sunday 31 <sup>st</sup> May	Deadline for receipt of applications by e-mail to <a href="mailto:huntlytravelhub@huntly.net">huntlytravelhub@huntly.net</a> .
By Wednesday 3 <sup>rd</sup> June	Applicants informed whether they have been short-listed for interview and about the interview format.
w/c Monday 8 <sup>th</sup> June	Interviews in Huntly
w/c Monday 15 <sup>th</sup> June	Interviewees informed of the outcome
As soon as possible thereafter	Successful candidate takes up their post

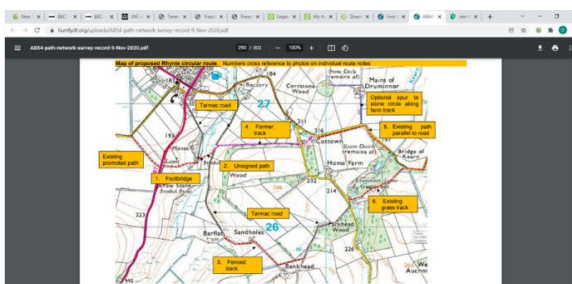
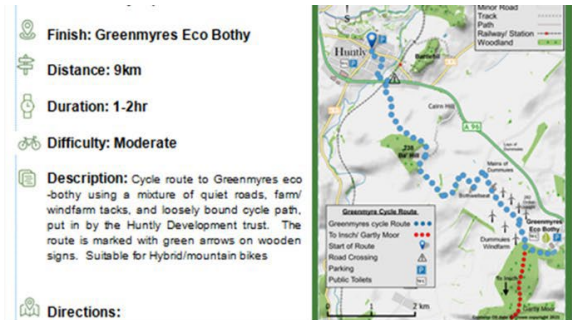
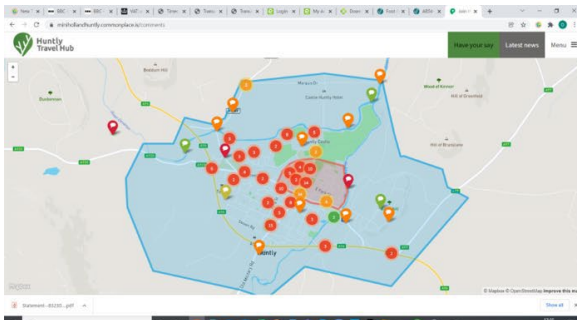
HDT reserves the right to amend this timetable without notice.

### 2.2. How to Apply

By **midnight on Sunday 31<sup>st</sup> May** applicants should send to: [huntlytravelhub@huntly.net](mailto: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 8 volunteer Trustees/Directors and currently employ ca 25 staff (14 FTE).

HDT's mission is to work with others 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 and operate 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 variety of initiatives of increasing scale and complexity, including:

- establishment and operation of the HTH with 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](http://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/Ember 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.

We are not alone in this, but elsewhere countries, cities, regions and towns across the world are finding ways to make sustainable and active travel easier. 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. And sustainable and active travel is not a luxury here: 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 20. Local Co-wheels membership is growing year on year and the community minibus 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 paths across the AB54 postcode area. 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. 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 was temporarily occupied by the Huntly Banking Hub during most of 2025, but is now home again to the HTH.

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 and at Greenmyres, and earn its own income to help drive it forward. We work closely with The Bikery, The Gordon Schools, Aberdeenshire Council, Cycling UK and others to deliver the benefits that more walking, cycling and sustainable travel can offer.

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

## 5. Job Description

<b>POST TITLE</b>	Huntly Travel Hub Manager
<b>DURATION</b>	Permanent <sup>1</sup> (37.5 hrs/wk)
<b>REMUNERATION</b>	£35,000-£36,000 per annum, depending on qualifications and experience, plus employer pension contribution
<b>REPORTS TO</b>	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 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

#### 1 E-Bikes

- Actively and creatively promoting e-bike hire to locals and visitors
- Keeping the online booking system updated and responding promptly to booking/information queries
- 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

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<sup>1</sup> 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 31<sup>st</sup> March 2027. HDT will provide full support to help the right candidate make the role a continuing success.

## 2 Car Club

- Actively promoting the Car Club scheme 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

## 3 Community minibus (this element of the role will likely remain with another HDT employee for 2026-27)

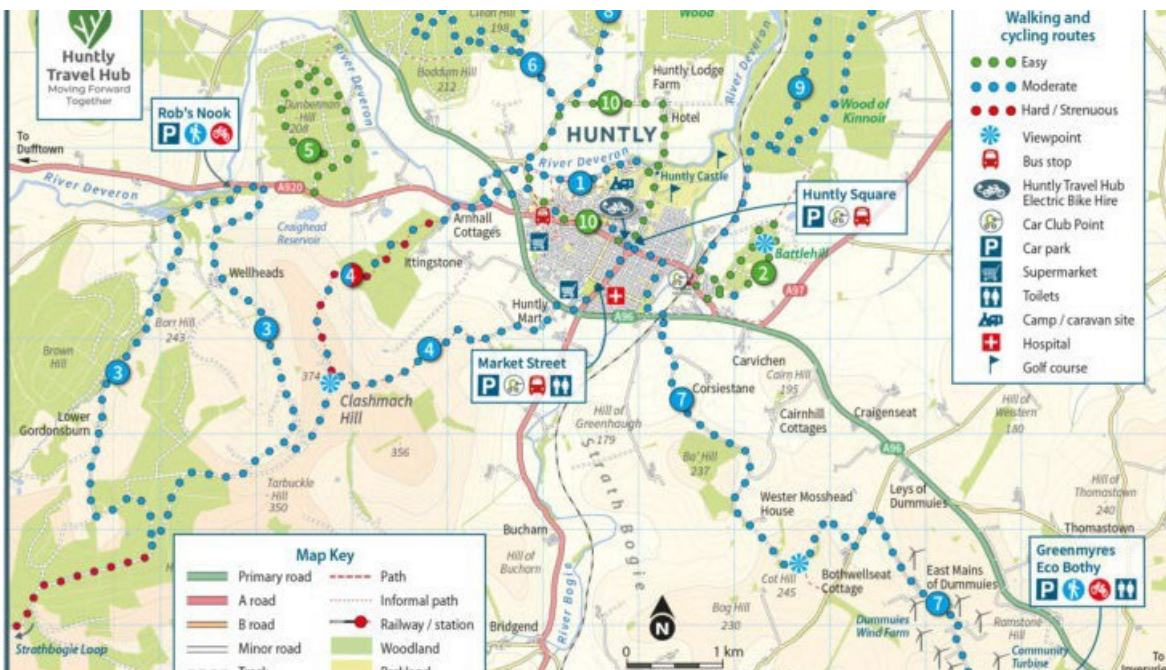
- Keeping the booking calendar updated and responding promptly to booking/information requests
- Arranging the driver rota in discussion with our small team of volunteer drivers
- Supporting and managing that pool of volunteer drivers and identifying and implementing ways to increase it
- Managing all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

## 4 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

## 5 Path development

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



One of the HTH route maps developed to date

## 6 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 HDT's Town Centre subgroup, HDT staff, Board, members, partners, the wider community and the project's major funders
- Providing reports 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 teams 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 2026-27:

- *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. There will be a substantial amount of lone-working so the applicant should be comfortable with that.
- 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.

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.