



Highlands and Islands Enterprise  
Iomairt na Gàidhealtachd 's nan Eilean

## Job description and person specification

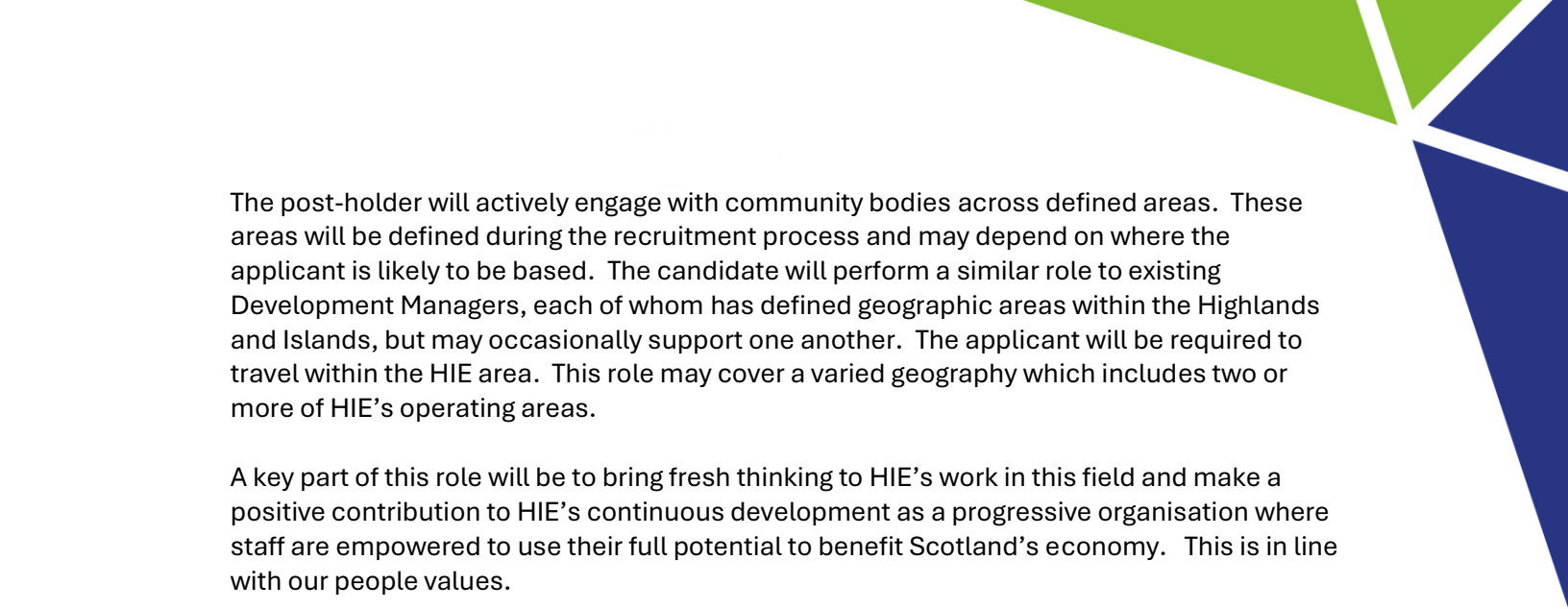
<b>Job title</b>	Development Manager
<b>Reporting to</b>	Senior Development Manager
<b>Direct Reports</b>	None. No direct line management responsibility, although collaborative working with other team colleagues.
<b>Grade</b>	D
<b>Duration</b>	31 <sup>st</sup> March 2027 (Any contract extension is subject to external funding)
<b>Location</b>	Any HIE office location/hybrid working will be considered.
<b>Hybrid working</b>	We have a flexible approach to working and can consider hybrid working for applicants, with any existing HIE office considered to be their defined base.

### Organisational overview

We're Highlands and Islands Enterprise, the Scottish Government's economic and community development agency for a region covering more than half of Scotland, including more than 90 inhabited islands. We work with communities, enterprises, and stakeholders to unlock our region's potential for growth and progress, while driving fair work and net zero practices. Our purpose is to build and sustain a greener, fairer and more resilient region that benefits everyone. We offer support and investment to a wide range of projects that deliver on our priorities, which include a growing workforce, increased productivity, innovation and wages, and a just transition to net zero.

### Position overview

We're looking for a proactive and motivated Development Manager to join our Community Assets Team as soon as possible. They will work with our pan-Scotland team of advisers, supporting communities to help them buy land or buildings that are important to them.



The post-holder will actively engage with community bodies across defined areas. These areas will be defined during the recruitment process and may depend on where the applicant is likely to be based. The candidate will perform a similar role to existing Development Managers, each of whom has defined geographic areas within the Highlands and Islands, but may occasionally support one another. The applicant will be required to travel within the HIE area. This role may cover a varied geography which includes two or more of HIE's operating areas.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

### **Key responsibilities of the role**

As an integral member of the Community Assets Team you will:

- Provide support, guidance, and advice to a variety of groups involved in community asset acquisition, management, and development.
- Adopt a customer-focused approach that is both responsive and proactive, ensuring high standards of customer care.
- Contribute to HIE's delivery of the Scottish Land Fund, and other community development contracts.
- Work with key partners in the delivery of the Scottish Land Fund, in particular The National Lottery Community Fund and The Scottish Government.
- Develop and maintain knowledge of key policy/legislation relevant to the sector, and funding/loan opportunities.
- Progress and monitor applications for grant assistance in accordance with due diligence requirements and assess applications taking into account HIE's procedures and regional priorities.
- Work effectively with good communication skills as part of a geographically dispersed team.
- Liaise closely with colleagues in area offices to ensure effective regional delivery of HIE's community asset objectives.
- Assist in the monitoring and evaluation of the economic, environmental, and social impacts of the community asset owning sector.
- Undertake specific tasks to support the continued development of the community asset owning sector, including new areas of activity and new asset types.

## Key corporate responsibilities

- Promote a climate of accountability, openness, collaboration and innovation.
- Ensure compliance with all aspects of HIE governance, including risk management, handling conflicts of interest, and ensuring HIE's audit and compliance requirements are met.
- Ensure optimum use of internal management systems.
- Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date.

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

## Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including excellent contributory staff pension arrangements, life assurance, generous annual and special leave entitlements, flexible working, continuing professional development and a variety of staff benefits, e.g., employee assistance programme, employer supported volunteering, cycle to work scheme, health and wellbeing club membership subsidy and other staff discounts.

## Aspiring to make a difference

HIE is an outward-looking, forward thinking, customer-focused organisation whose staff are empowered to use all their talents, skills, and knowledge.

For 60 years HIE's activities have been characterised by a drive to innovate and make a difference and our staff identify very strongly with this. The strength of HIE's culture is evidenced by a committed workforce passionate about building a prosperous, inclusive, and sustainable region attracting more people to live, work, study, invest and visit.

HIE's organisational values:

- We are passionate about our purpose and proud to make a difference to the region we serve
- We are outward-looking and think long-term
- We are customer-focused
- We work together and learn from each other
- We are committed to excellence and innovation
- We encourage diversity and respect each other
- We network and collaborate - inside and out
- We listen and communicate clearly

## **Our commitment to equality, diversity, and inclusion**

We are committed to recruiting, promoting, and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their sex, race, disability, religion, national origin, ethnicity, sexual orientation, age, or marital status.

HIE employs staff in locations across the region, encourages flexible working and seeks to employ people with different ideas, styles, and skill sets, each able to contribute in unique ways. This diversity engenders a richer, more creative environment – one in which our people develop, and clients are better served.


This diversity and the sharing of knowledge, skills, and experience make us a stronger organisation. These are qualities we value and continue to enhance which are in line with our people values.

As a public sector employer, HIE has a key focus on the wider social inclusion agenda. HIE is accredited as a Real Living Wage employer and supports a number of national initiatives ranging from; demonstrating commitment to the Social Impact Pledge, encouraging volunteering, engaging in the Digital Public Services agenda, meeting the Investors in People standard, developing the young workforce, adopting fair work principles as well as being recognised nationally as an award-winning family friendly employer by Family Friendly Working Scotland, Carers Scotland, and Working Families UK.

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.

KEY CRITERIA	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications in a relevant discipline to degree level or demonstrable equivalent skills and work experience</li> </ul>	
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Experience of project development and management</li> <li>• An understanding of community-led development, particularly in relation to social enterprise OR experience of working with the public or third sector to develop and deliver property acquisition, or development projects</li> <li>• Experience of working in an environment with high standards of governance and accountability</li> <li>• An understanding of financial planning and business plans, along with an ability to analyse accounts, identify and manage risk</li> <li>• Experience of working as part of a team but also ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of project appraisal and grant delivery</li> <li>• Experience/confidence in financial analysis of organisational/business accounts</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• The chosen candidate will build relationships with community groups and stakeholders, and will be able to communicate in a clear and engaging manner. They will listen actively, recognising the value of diverse viewpoints and providing honest feedback where necessary.</li> <li>• Confidence to present and speak at public meetings</li> <li>• Ability to work well as part of a team and engage with others across the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Carbon literacy/willingness to learn about carbon literacy</li> <li>• Knowledge of asset acquisition and management, particularly land/natural assets</li> <li>• An understanding of land reform in Scotland</li> <li>• An understanding of the community land sector and the Scottish Government community empowerment agenda</li> <li>• Gaelic language skills (speaking, reading, or writing)</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to assess information and produce high quality written work</li><li>• Ability to manage individual day-to-day workload and adapt to change</li><li>• Self-discipline to work without close supervision and remotely from other team members</li><li>• Familiarity with common IT packages and the internet</li></ul>	
<b>Job circumstances</b>	<ul style="list-style-type: none"><li>• Flexibility to travel within some of the HIE area in response to business needs including the requirement for some overnight stays away from home</li><li>• Willing to work out of office hours on occasion</li><li>• Valid driving licence and access to a car or alternative means of transport</li></ul>	