

# Job Description



<b>Role:</b>	Loch Ken Alive Officer
<b>Salary:</b>	£27,000 Per Annum
<b>Employer:</b>	Southern Upland Partnership
<b>Duration:</b>	Full Time, 3 years fixed term contract
<b>Location:</b>	Based in Castle Douglas, but flexible across the project area
<b>Applications deadline:</b>	Midday on 17 <sup>th</sup> July 2019

## Overview

**We're looking for a dynamic individual with experience of partnership working, event management and tourism who can bring the businesses, communities and organisations together to develop a new Loch Ken Management Plan and deliver an exciting programme of events and activities that will really put Loch Ken and the surrounding area on the map.**

## The role

The *Loch Ken Alive* project seeks to capitalise on the potential of Loch Ken and the surrounding area in order to promote the area as a tourist destination. The project will highlight the natural and cultural heritage assets of the area and bring together all activities available on the loch and in the surrounding area. This will be a very visible role in the local communities and beyond, drawing together the work of a variety of partners to raise the profile of the area and present a coherent, appealing and high-quality visitor destination.

The Loch Ken Advisory Management Committee (LKAMC), an established not-for-profit organisation that works with all stakeholders of Loch Ken and the surrounding area, is a key project partner.

The Loch Ken Alive project, in line with best practice for 'place based' tourism initiatives, has Loch Ken as the focus of activities but the area of activity is larger than that, running from Castle Douglas in the South to St John's Town of Dalry in the North. This includes portions of Galloway Forest Park (with Scotland's first Dark Sky Park), forms a key part of the Galloway & Southern Ayrshire UNESCO Biosphere and a number of nature reserves.

The project consists of four main activities:

- 1) Develop & write a new Loch Ken Management Plan, in consultation with the Loch Ken Advisory Management Committee, to co-ordinate visitor, local and natural considerations
- 2) Launch of an online facility for Loch Ken and surrounding area
- 3) Design, project manage and implement a series of events and activities around the area
- 4) Create an advertising campaign drawing upon the natural and cultural heritage offering

The Loch Ken Alive project is one of a number of projects forming part of the Galloway Glens Landscape Partnership Scheme ('Galloway Glens'), funded by the National Lottery Heritage Fund Scotland and supported by partners including Dumfries & Galloway Council and the Galloway & Southern Ayrshire UNESCO Biosphere. The five-year delivery phase of the Galloway Glens Scheme is now underway, running until March 2023.



The Officer will be employed by the Southern Uplands Partnership (SUP) on behalf of the Galloway Glens team. SUP is a rural development charity that has been working across Southern Scotland for over 20 years developing and promoting opportunities and initiatives that help sustain natural and cultural environment whilst also supporting the rural economy. (<http://sup.org.uk/>). The role will be managed and supported by a small steering group comprising the Chairman of the Loch Ken Management Advisory Committee, a representative of Southern Upland Partnership and a representative of the Galloway Glens Scheme.

The main office base will be with the core Galloway Glens team, in Castle Douglas, ensuring the project is embedded into the wider suite of Galloway Glens activities, with travel and flexible working across the project area.

### **Terms and conditions**

- You will need to have access to your own transport, be willing to drive, and will reclaim work mileage at a rate of 45p per mile.
- Leave is accrued at 3 days per full month worked.
- Time off in lieu for evening / weekend work.
- SUP makes an 8% pension contribution to the NEST scheme for all employees
- The Southern Uplands Partnership is an equal opportunities employer and we will consider all applications including from those interested in working part time.

### **Contract and notice**

- This is a fixed term, 3 year contract.
- Four weeks notice in writing is required.

### **Application Process**

- Applications are sought in writing, clearly specifying the skills and experience you can bring to the role accompanied by a CV detailing your education / employment history and the names of two referees one of whom should be your most recent employer.
- Closing date for applications is 12 noon on 17<sup>th</sup> July 2019
- Interviews will be held in Castle Douglas on 7<sup>th</sup> August 2019
- Application to be e-mailed to: Ed Forrest - [ed@sup.org.uk](mailto:ed@sup.org.uk)



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GALLOWAY GLENS  
Landscape Partnership



# Job Specification

<b>Job Title:</b> <i>Loch Ken Alive Officer</i>		
<b>Contract:</b> 3 Years	<b>Salary:</b> £27,000	<b>Work Location:</b> Castle Douglas & Various
<b>Job Purpose:</b>	<p>To lead on the undertaking of the Loch Ken Alive project, harnessing the potential for Loch Ken and the surrounding environment to support economic activity. The project consists of 4 main activities:</p> <ol style="list-style-type: none"> <li>Develop &amp; write a new Loch Ken Management Plan, in consultation with the Loch Ken Advisory Management Committee, to co-ordinate visitor, local and natural considerations</li> <li>Launch of an online facility for Loch Ken and surrounding area.</li> <li>Run a series of activities and events around the area.</li> <li>Manage an Advertising campaign drawing upon the natural and cultural heritage offering</li> </ol>	
<b>Line Management:</b>	Employed and line-managed by Southern Uplands Partnership. The activities of the role will be overseen by the <i>Loch Ken Alive Officer Steering Group</i> . This consists of: Loch Ken Advisory Management Committee Chairman, Galloway Glens representative, Southern Upland Partnership representative.	
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Work with partners and other involved parties to carry out activities identified within the Loch Ken Alive Project, seeking maximum positive legacy from work undertaken</li> <li>2. To raise the profile of Loch Ken, its location in the Galloway Glens and our UNESCO Biosphere to residents and visitors</li> <li>3. Work closely with the Loch Ken Advisory Management Committee (LKAMC) to support their efforts to increase organisational resilience and sustainability going forward.</li> <li>4. Liaise with national and local tourism initiatives.</li> <li>5. Work closely with other members of the Galloway Glens team to ensure all Loch Ken Alive projects and broader scheme events complement and support the wider aims of the Galloway Glens and are embedded into the broader Galloway &amp; Southern Ayrshire UNESCO Biosphere.</li> <li>6. Develop a self-sustaining model for the long-term delivery of projects and activities and events beyond the initial funded period.</li> <li>7. Identify, apply to and secure match funding as required, to amplify the activities undertaken and provide sustainability going forward</li> <li>8. Work with the Loch Ken Ranger to promote and support their activities</li> <li>9. Manage any potential variations from the project plan, and where necessary to seek relevant approvals of variations</li> <li>10. Ensure all activities are undertaken in accordance with all statutory requirements</li> <li>11. Support and develop Legacy &amp; Sustainability mechanisms to ensure the long-term legacy of the Loch Ken Alive project is ensured.</li> </ol>	
<b>Job Activities:</b>	1. Work with project leads, both internal and external, to provide a coherent, balanced programme of work which meets the needs of local communities, the landscape and	



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	<p>visitors over the long-term and that is in line with the aspirations of the Loch Ken Alive Project.</p> <ol style="list-style-type: none"> <li>2. Embed the Loch Ken Alive project into the wider Galloway Glens activities during their delivery phase and into the Scheme's legacy.</li> <li>3. Actively liaise with colleagues, partners and stakeholders in the development of projects and initiatives and their subsequent delivery.</li> <li>4. Provide information, guidance and support to Galloway Glens delivery partners to support the development of high quality projects, which are underpinned by a sound understanding of the challenges and detail required for taking them through the delivery stage.</li> <li>5. Support the commission and management of consultants and contractors to carry out desk based and in-field assessments, surveys and reports in order to feed into the delivery process.</li> <li>6. Plan, manage and audit delivery phase budgets to ensure that all activities are completed on time, to the required standard and within budget.</li> <li>7. Support the monitoring and reporting on project budgets for the Landscape Partnership delivery phase.</li> <li>8. Assist with securing match funding for the delivery phase projects and additional project development through the delivery phase</li> <li>9. Ensure proper record keeping and monitoring of all programme outputs, meetings and documentation in accordance with D&amp;GC and HLF standards.</li> <li>10. Ensure that all work is carried out in accordance with the relevant policies, plans and objectives, including Health &amp; Safety and Equalities policies.</li> <li>11. Support the Galloway Glens and maintain communication, networking and the sharing of best practice with other organisations, agencies and individuals, including other HLF Landscape Partnerships.</li> <li>12. Undertake any other reasonable duty appropriate and commensurate to the grading of the post as required by the Loch Ken Alive Officer Steering Group.</li> </ol>
<p><b>Performance Management</b></p>	<p><b><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></b></p> <ul style="list-style-type: none"> <li>• To manage your own performance and any staff you may be responsible for in accordance with the values of continuous improvements, openness and honesty, local decision making and team working.</li> <li>• To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.</li> <li>• To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.</li> <li>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.</li> <li>• To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.</li> </ul>



# PERSON SPECIFICATION

<b>Candidate Name</b>			
<b>Post Title</b>	Loch Ken: Alive Officer		
<b>Employer</b>	Southern Upland Partnership	<b>Salary</b>	£27,000
<b>Base</b>	Castle Douglas		

References	Name	Good	Fair	Poor
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D
<b>1. Education and Training</b>	Score	
<ul style="list-style-type: none"> <li>Degree level qualification or three years relevant experience</li> <li>Project Management qualification</li> <li>Ongoing commitment to CPD</li> <li>Membership of an appropriate professional body (if available)</li> </ul>	E	D
<b>2. Experience</b>	Score	
<ul style="list-style-type: none"> <li>Development and delivery of Marketing or Advertising/Branding projects</li> <li>Development and delivery of events</li> <li>Management of Social media/Websites</li> <li>Working with key stakeholders, public agencies, businesses and community groups to develop and deliver projects, priorities and strategies.</li> <li>Experience of delivering economic development projects through effective partnership working</li> <li>Working to deadlines</li> </ul>	E	D
<b>3 Skills and Abilities</b>	Score	
<ul style="list-style-type: none"> <li>Microsoft packages</li> <li>Good written communication skills</li> <li>Record keeping/organisational skills</li> <li>Good verbal communication</li> <li>Good customer relationship skills</li> <li>Delivery of Countryside advice and legislation advice to internal and external stakeholders</li> <li>Able to work collaboratively with other agencies, partners and key stakeholders</li> </ul>	E	D

Requirements <i>Essential (E) or Desirable (D)</i>	E	D
<b>4. Knowledge</b>	Score	
<ul style="list-style-type: none"> <li>Microsoft Office</li> <li>Social media channels</li> <li>Developing environment &amp; Heritage Strategies</li> <li>An understanding of current issues facing rural communities inc. economic, social and cultural issues.</li> </ul>	E	D
<b>5. Personality Factors</b>	Score	
<ul style="list-style-type: none"> <li>Confident and outgoing</li> <li>Team player</li> <li>Reliable</li> <li>Self-motivated</li> </ul>	E	D
<b>6. Other Requirements</b>	Score	
<ul style="list-style-type: none"> <li>Flexible approach to work duties</li> <li>Works well independently and as part of a team</li> <li>Observe requirements for confidentiality</li> <li>Driving License &amp; willing to drive</li> </ul>	E	D



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