



JOB DESCRIPTION

Post Title:	Freelance Community Consultants
Base:	Homebased
Responsible To:	Southern Uplands Partnership Manager or lead Project Officer
Salary:	Varies from project to project and is dependent upon project deliverables
Pension contribution:	n/a as role is freelance self-employed
Contract Period:	Freelance Varies from project to project
Contract Hours:	Varies from project to project
Leave:	n/a as role is freelance self-employed

Southern Uplands Partnership Charitable Objectives

- To promote and advance education of the public about working and living sustainably in the Southern Uplands of Scotland, either independently and/or in association with Local Authorities, relevant agencies, voluntary organisations and local residents.
- To guide and encourage the integration of environmental, social and economic land-use policies, the sustainable use and management of land and water and other relevant activities in the Southern Uplands so that they are compatible with considerations of the environment and local communities.
- To promote, protect and conserve the biodiversity of the Southern Uplands of Scotland for the benefit of society.

SUP Services Ltd:

SUP Services Ltd is the trading arm of the charity and enables SUP to use its skills and contacts to undertake short-term pieces of work for other bodies operating in the fields of rural regeneration, environment and communities. Income generated from this undertaking is invested back in to the core charitable work of the Partnership. Many of these pieces of work are delivered by freelance project managers and examples of this work can be viewed at <https://sup.org.uk/publications-and-research-our-most-recent/>

You

You will be interested in the idea of developing a more sustainable future for the communities of Dumfries and Galloway. You will have relevant employment experience and be interested in people, the environment and rural life of this area. You will have extensive experience of undertaking some or all of the following: community projects, stakeholder consultations, feasibility studies and research projects. You will need to be a good communicator (both verbal and written), able to pull together project documentation, business/action plans, funding awareness and undertake positive community / stakeholder engagement. A valid driving licence and access to a vehicle is a likely requirement.



Job Purpose

SUP regularly undertakes short-term contract work in the areas of community consultancy and event delivery, and requires a bank of freelance community consultants to assist with these. The type of work that we deliver include pieces of adhoc research, community consultations, environmental feasibility studies, stakeholder engagement events etc. Applicants will be offered suitable contract work as it becomes available, but there is no obligation to accept it.

Principal Duties

These are unique to the piece of adhoc work to be delivered and will be discussed with the freelance project officer as task opportunities arise, but generally this could include:

- To network, consult and negotiate with landowners, key stakeholders; including communities, government agencies, partners, and other interested parties to identify opportunities, barriers, solutions and gain buy-in on a particular project.
- To organise, arrange and manage public engagement events and roadshows.
- To develop a deliverable, practical and costed Project Plan and Action Plan for a rural, community and/or environmental project covering stakeholder engagement, delivery, and funding.
- To scope and develop “shovel-ready” projects that can take advantage of any short-term funding opportunities.

No Job Description can be entirely comprehensive and the post holder will be expected to carry out other duties from time to time that are commensurate with the above responsibilities and determined by the Partnership Manager.

More information on SUP and its diverse range of projects can be found on the website www.sup.org.uk

Application process

To apply for a freelance position, please forward a CV and cover letter, detailing examples of past work undertaken that offers the required skills, to Sheila Adams sheila@sup.org.uk

There is no closing date for applying to these roles.

For an informal chat, please email piptabor@sup.org.uk to arrange a convenient time to discuss.



PERSON SPECIFICATION

1. Education and Training	
Two years relevant experience	Essential
2. Experience	
Working with key stakeholders, public agencies, businesses and community groups to develop and deliver projects, priorities and strategies	Essential
Experience of delivering economic development / community / tourism / environmental projects through effective partnership working	Essential
Knowledge of applying to grant bodies for funding for projects	Essential
Working to deadlines and using initiative	Essential
Experience of developing schemes from feasibility through to implementation	Essential
3. Skills and Abilities	
Diplomatic and understanding approach to dealing with people	Essential
Able to work collaboratively with other agencies, partners and key stakeholders	Essential
Knowledge of Microsoft Office packages	Essential
Good written and verbal communication skills	Essential
Good stakeholder relationship skills	Essential
Good organisation and project planning skills	Essential
4. Knowledge	
Awareness of sustainability issues	Essential
Engaging hard to reach communities and target groups	Essential
Knowledge of the Scottish Borders and Dumfries & Galloway	Desirable
Practical knowledge of Outdoor Access legislation, Planning and Highways regulations	Desirable
5. Personality Factors	
Self-motivated and self-starter	Essential
Reliable	Essential
Confident and outgoing	Essential
6. Other Requirements	
Flexible approach to work duties	Essential
Driving License and access to a vehicle	Essential
Observe requirements for confidentiality	Essential
Work well independently	Essential
Strong commitment to the aims and objectives of the organisation	Essential