



southern uplands partnership
living land, living community

JOB DESCRIPTION

Post Title	Project Officer
Base	Studio 1, Hillhead Mill, Kirkgunzeon, DG2 8LA
Responsible To	Partnership Manager
Responsible For	Nobody at present
Gross Salary	£22,000 - £30,000, placing dependent on experience
Pension Contribution	Employer contribution of 8% of salary
Contract Period	Permanent, subject to funding As SUP does not receive core funding, its survival is dependent on its staff raising funds through project development, project management and facilitation services.
Contract Hours	Full-time (37 hrs/wk) It may occasionally be necessary to attend meetings outwith normal working hours (for which time off in lieu will be given). SUP operates a flexible working policy including some working from home. Consideration will be given to part-time options.
Leave	36 days per annum for full-time employees and 4 public holidays.

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.

You

You will be interested in the idea of developing a more sustainable future for the communities of South Scotland. You will have a degree (or relevant employment experience) and be interested in people, the environment and rural life. You will be a good communicator (both written and verbal) and have strong social media skills (Facebook, Twitter, Instagram). A clean driving licence and access to a vehicle is required. Travel expenses will be reimbursed at a rate of £0.45/mile currently.

Job Purpose

The post holder will be responsible for delivering the Strategic Plan for the Southern Uplands Partnership (SUP) in the western part of the Southern Uplands (predominantly Dumfries and Galloway and parts of South Lanarkshire).

You will support the Partnership Manager in identifying, developing and managing projects that meet SUP's objectives.

Principal Duties

- To network with partners, local groups and individuals to explore new initiatives that will keep people living and working in the Southern Uplands.
- To establish local working groups of interested individuals to develop ideas into realistic business / project plans.
- Development of funding bids to support the delivery of new initiatives.
- To manage staff / contractors in the delivery of particular projects.
- To develop an active and dynamic social media presence for SUP (using Facebook, Instagram and Twitter and others as agreed).
- To provide appropriate information and support to increase the skills and capability of local communities in relation to business/project development.
- To network with any other relevant agencies in undertaking the duties of the post.
- To report to the SUP Board and to funders as required.
- Submission of tenders or bids for work and delivery of contracts for Southern Uplands Partnership Services Ltd (SUPS Ltd).

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 [Home - The Southern Uplands Partnership \(sup.org.uk\)](http://sup.org.uk)

Application process

To apply for this position, please download and complete the Application Form from [Home - The Southern Uplands Partnership \(sup.org.uk\)](http://sup.org.uk) or email Sheila Adams sheila@sup.org.uk

Applications should be submitted to Pip Tabor, Partnership Manager, preferably by email, by **9.00 am on Monday, 5th April 2021**.

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

Interviews will take place on **Wednesday, 14th April 2021**, probably online, using the Zoom platform.



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PERSON SPECIFICATION

1. Education and Training	
Degree level qualification or two years relevant experience	Essential
Ongoing commitment to Continued Professional Development	Desirable
2. Experience	
Working with key stakeholders, public agencies, businesses and community groups to develop and deliver projects, priorities and strategies	Essential
Management of social media / websites	Essential
Experience of delivering economic development projects through effective partnership working	Essential
Applying to various grant bodies for funding for projects	Essential
Preparation and submission of tender bids	Essential
Working to deadlines and using initiative	Essential
Development and delivery of events	Desirable
3. Skills and Abilities	
Able to work collaboratively with other agencies, partners and key stakeholders	Essential
Knowledge of Microsoft Office packages	Essential
Good written communication skills	Essential
Good verbal communication	Essential
Record keeping / organisational skills	Desirable
Good customer relationship skills	Desirable
4. Knowledge	
An understanding of current issues facing rural communities, including economic, social and cultural issues	Essential
Awareness of Sustainability issues	Essential
Social media use	Essential
Awareness of environment and heritage strategies	Desirable
Knowledge of South of Scotland	Desirable
5. Personality Factors	
Self-motivated and self-starter	Essential
Reliable	Essential
Confident and outgoing	Desirable
6. Other Requirements	
Flexible approach to work duties	Essential
Driving Licence and access to a vehicle	Essential
Observe requirements for confidentiality	Essential
Work well independently and as part of a team	Essential
Strong commitment to the aims and objectives of the organisation	Desirable