



Development Manager

Sustaining Dunbar

Dunbar, East Lothian

- 4-5 days a week (negotiable, flexibility considered)
- Fixed Term Contract to end of March 2018
- Circa £30,000 pro-rata dependent on experience

Introduction and Background

Sustaining Dunbar has secured short-term grant funding under the Scottish Government's 'Strengthening Communities Programme'. The overarching purpose of this funding is to support Sustaining Dunbar to become a more resilient and sustainable community anchor organisation.

Sustaining Dunbar is a Community Development Trust covering the Dunbar and East Linton Ward of East Lothian. It is part of the global 'Transition Network'. It is a charitable company limited by guarantee, registered in Scotland No. 351910, Scottish Charity No. SC040106.

Since its inception in 2008, Sustaining Dunbar has successfully delivered a range of projects intended to reduce dependence on fossil fuels and build a more resilient community. It has spawned a number of enterprises and projects that now function independently. This work has been guided by the 'Dunbar 2025 –Local Resilience Action Plan', first published in 2011 as an outcome from a community engagement project supported by the Climate Challenge Fund. Our most recent project has been to deliver Scotland's first 'Zero Waste Town' programme on behalf of Zero Waste Scotland. For more information see www.sustainingdunbar.org.

The Role

Reporting to the Sustaining Dunbar Board, the Development Manager will be required to engage members, stakeholders and the wider community to review and map progress towards realising the 'Dunbar 2025' vision and to create a new Business Plan for Sustaining Dunbar.

In parallel with this, the Development Manager will deliver a feasibility study and options appraisal for establishing a Business Innovation Centre with a view to

providing workspace and support for nurturing the development of social, community and other enterprises and livelihood opportunities appropriate for a more localised, circular, low-carbon economy. The Development Manager will actively explore and pursue opportunities for community acquisition of land or premises to establish such a Business Innovation Centre.

The Development Manager will also provide financial management and strategic planning advice and support to the volunteer Sustaining Dunbar Board and may be required to develop and progress other projects in agreement with the Board including opportunities offered by the Community Empowerment Act.

The role requires a small amount of weekend or out of hours working. We anticipate that the project will last until end of March 2018

Skills, Interests and Qualities

Essential – candidates must be able to demonstrate a clear commitment to sustainability and a track record of achievement and experience of:

- community engagement
- building relationships with a wide range of stakeholders
- financial management
- project development and management
- self-motivated and independent working

Desirable – candidates should ideally also have some direct experience of social enterprise and community-led climate action.

Applications

To apply, please send a covering letter setting out why you are suited to this position (in no more than 300 words) plus a CV (no more than two pages) to: board@sustainingdunbar.org by **5pm on 12th June**

We expect interviews to be held in Dunbar in the week starting 26th June