

Business Development Manager post remit/responsibilities	Outcomes to be achieved	Essential skills and experience ● = desirable.
<p><u>The Cornerstone</u></p> <p>Through monitoring and reporting, to provide assurance to RCT Board in relation to operations, financial management and business development of The CornerStone</p> <p>To ensure that The CornerStone's marketing and communications are integrated with community and RCT</p> <p>To act as main point of liaison between RCT and The CornerStone, particularly in relation to social objectives of The CornerStone</p>	<ul style="list-style-type: none"> ▪ A thriving and financially viable social space, restaurant/pub with high levels of social interaction and local participation ▪ Well communicated programme of social events and activities generating participation and footfall and informed by feedback from residents and visitors ▪ Local job creation and training opportunity potential is maximised ▪ Assurance of effective management of community owned asset in line with RCT Board responsibilities ▪ Clear management reporting from The CornerStone Board to RCT Board ▪ Further development of community asset/site and associated opportunities, ensuring successful long term outcome of community asset transfer 	<p>Good understanding / evidence of experience in charitable organisation governance and management</p> <p>Excellent interpersonal and relationship building skills</p> <p>Highly numerate and able to produce and interpret financial reports and accounts</p> <p>Knowledge of accounting systems (Xero preferred) or willingness to learn</p> <p>Track record of impactful business development ●</p> <p>Effective marketing skills and good understanding of all forms of promotion and social media</p>

<p><u>Affordable Housing Project</u></p> <p>Support to Trustee Project Lead and Working Group on Affordable Housing project</p>	<ul style="list-style-type: none"> ▪Successful and timely progression of project through stages of development 	<p>Experience providing admin support to working groups</p> <p>Ability to contribute to effective project development and oversight ●</p> <p>Experience of working well with multiple stakeholders</p> <p>Experience of fundraising and development of funding applications ●</p> <p>Experience of fund management and monitoring ●</p>
<p><u>Community Groups and Services</u></p> <p>Operational management of Community Coordinator, including project monitoring/evaluation, reporting to funders, budget management and fundraising. Note that changes to this project are anticipated from winter 2025.</p> <p>Provide support as required to volunteer-led services</p> <p>Community engagement and communications</p>	<ul style="list-style-type: none"> ▪ Continued successful delivery and enhancement of Volunteer Hospital Transport Service and Befriending Service ▪ Improved delivery of support to local groups (signposting, coordination, communications) leading to increased awareness, inclusion and participation ▪Successful introduction of new activities and services, as identified with the community ▪Success in securing ongoing funding for volunteer-led services 	<p>Good understanding of community engagement</p> <p>Ability to interact effectively across all aspects of the community</p> <p>Good understanding /experience of successfully establishing community-led initiatives ●</p> <p>Experience of working well with and supporting volunteers ●</p>

<p><u>Care at Home Project</u></p> <p>Support to Trustee Project Lead and Care Working Group on project development and implementation</p> <p>Lead on community and stakeholder engagement and communications</p> <p>Act as main point of operational liaison between new social enterprise care at home organisation and RCT, supporting the achievement of local care priorities</p>	<ul style="list-style-type: none"> ▪ Successful implementation of new model of delivering care at home in remote, rural areas. ▪ Strong working links between RCT and new social enterprise 	<p>Experience providing admin support</p> <p>Experience of working effectively with multiple stakeholders</p> <p>Experience of fundraising and development of funding applications ●</p> <p>Experience of fund management and monitoring ●</p>
<p>Community Engagement and Communications</p> <p>Lead on all communications</p> <p>Manage the successful establishment and ongoing operation of a new Community Forum raising awareness of and engaging residents in planning across all RCT activities</p>	<ul style="list-style-type: none"> ▪ People in the area (residents and visitors) benefit from regular updates and information across range of media formats ▪ Coordinated dissemination of information about all local events, groups, activities ▪ RCT activities are led and informed by the views of its members and by the people who live and work here 	<p>Effective marketing skills and good understanding of all forms of promotion and social media</p> <p>Good understanding/experience of community engagement and effective consultation</p> <p>Excellent administrative and organisational skills</p>
<p>Trust Membership</p> <p>Manage Trust memberships and relationships with members</p>	<ul style="list-style-type: none"> ▪ Increased number of Trust members and broadened demographic of membership 	<p>Excellent administrative skills</p> <p>Understanding of GDPR</p> <p>Good working knowledge of Microsoft packages</p>

<p>Community Action Planning</p> <p>Oversee the review and updating of the Rannoch Development Plan through community consultation</p>	<p>▪Trust projects continue to reflect needs and wishes of local people</p>	<p>Good understanding/experience of community engagement and effective consultation</p> <p>Excellent administrative and organisational skills</p> <p>Experience of project managing community consultation (or similar) and ability to manage external consultants</p>
<p>Banking, book keeping, financial monitoring Other governance-related</p> <p>Working closely with the Treasurer, provide day to day banking, payments, invoice raising service and provision of reports</p> <p>Support Trustee Project Leads in oversight, monitoring and reporting on funds</p> <p>Provide support to Chair in administration of Board meetings</p> <p>Minute taking</p> <p>Management of filing system</p>	<p>▪ Strong financial management across all projects</p>	<p>Knowledge of accounting systems (Xero preferred), VAT allocation, fund management and generation of reports●</p> <p>Good understanding or experience of working within charity finance regulations</p> <p>Minute taking skills</p>