



# Community Development and Volunteer Manager

**Closing Date: Wednesday 11 December 2024, Midday**

**Expected Interview Date: TBC**

## Recruitment

### Reference:

HES/24/224

### Starting Salary:

£47,978 pro rata per annum

### Salary Range:

£47,978 - £54,519 pro rata per annum

### Pay Band

E

### Directorate:

External Relations & Partnerships

### Location:

Longmore House with the option to be based out of any HES offices, located across Scotland

### Line Manager:

George Findlater, Head of Community and Economic Development

### Contract Type:

Permanent

### Working Hours:

Full-time (35 hours per week)

Thank you for your interest in the post of Community Development and Volunteer Manager with Historic Environment Scotland, based at Longmore House with the option of working out of any HES offices, located across Scotland. This is a permanent and pensionable appointment.

Your role is to develop and maintain relationships at national, regional and community level in order to promote collaboration towards community development and volunteering outcomes. You will oversee and support key programmes for delivery of corporate plan outcomes relating to HES' community and volunteer work

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education, and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation

## Overview of the post and information about the team

The Community Development and Volunteer Manager sits within the Community and Economic Development Team which is part of the organisation's External Relations and Partnerships (ER&P) Directorate. The role focuses on community development and volunteering to develop a consistent corporate approach and programme of work. The role provides both practical project and advice-based support to enable the topics into planning and delivery across HES. The role also identifies and manages various stakeholder relationships that translate to sector (and cross-sector) support and engagement. This is a facilitative role, involving influencing and engaging with Scottish Government and relevant national organisations, sector peers and communities as a representative of HES, to gather and bring back intelligence and learning to share with the organisation and critically reflect on our community and volunteering approaches. The role has line management responsibility for a Development Officer and Volunteer Development Officer.

The Community and Economic Development Team lead on identification and development of strategic partnerships; liaison and coordination with international, national, and regional community related organisations; volunteer development for HES and in support of the sector, for example through the Make Your Mark in Volunteering Campaign; and facilitation and coordination of cross-directorate collaborations to meet HES and Scottish Government policy objectives. The Team provides advice on good practice and approaches to colleagues/external stakeholders to achieve effective partnership working, project delivery and community/economic development at a local, regional, national, and international level in line with our corporate priorities.

## Key responsibilities, duties, and objectives

The post is connected to key corporate and sector priorities surrounding Community engagement/development, and volunteer development, and supports programmes delivering Corporate Plan priorities. The post is responsible for project/programme budget which is set annually.

- Delivery and further development of the HES Community Connections Programme as an effective two strand model for; cross-organisational working

to facilitate activities aligning with corporate outcomes; external engagement to encourage co-creation on a variety of community engagement initiatives.

- Delivery and further development of the HES volunteering framework, and maintenance of HES's Investing in Volunteers accreditation; working closely with a range of colleagues to ensure activities provide the right impact for both volunteers and the organisation.
- Coordinate and manage implementation of HES's emerging community strategic framework.
- HES representative of the Make Your Mark in Volunteering Campaign Group, ensuring the initiative remains linked to Our Past Our Future outcomes, specifically supporting inclusion and capacity development within the sector.
- Chair of the Make Your Mark Events Action Group, with responsibility for delivering key annual conferences and events.
- On behalf of HES, foster relationships with the Scottish Government Volunteering Team and Volunteer Scotland.
- When necessary and supporting key projects, facilitating consultation events and consultation exercises, both internally and externally.
- When necessary and supporting key projects, managing internal and external contracts for work.
- Develop communication activities, both externally and internally, regarding the activity, success, and impact of activity for community and volunteering activities.
- Responsible for community and volunteering deliverables, human and programme/project budget resources.

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

### **Management Competencies:**

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Historic Environment Scotland – Longmore House, Salisbury Place, Edinburgh, EH9 1SH  
 Scottish Charity No. SC045925  
 VAT No. GB 221 8680 15

***Essential requirements:***

- An excellent communicator who can vary their communication style when dealing with a wide range of audiences and situations.
- Experience and knowledge of Scottish Government / public sector and voluntary and community sector.
- Confidence and ability in representation and liaison skills at senior level.
- Experience of development and delivery of national public engagement programmes, and development and delivery of volunteer programmes.
- Experience of working in partnership and/or collaboration with a range of organisations and groups.
- Experience of working within complex communities facing a range of socio-economic challenges.
- Confidence and ability to develop imaginative and innovative approaches to community engagement and development.
- Experience of adapting volunteer policy and practice to meet the needs of volunteers in changing community landscapes.
- Experience of developing and delivering events and conferences.

***Desirable requirements:***

- An understanding of the historic environment sector and its key stakeholders.
- Experience in contributing to successful funding applications.
- Experience of using digital and hybrid engagement tools.



## What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Dr George Findlater, Head of Community and Economic Development via email at [george.findlater@hes.scot](mailto:george.findlater@hes.scot) or phone at 0131 668 8826.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources  
Historic Environment Scotland