

## MULL AND IONA COMMUNITY TRUST

### **Deputy General Manager**

Deadline for Applications: 14 January 2019  
Interviews for Successful Applicants – week commencing 21 January 2019

#### **Reporting to: The General Manager**

#### **Background:**

Mull and Iona Community Trust ([www.mict.co.uk](http://www.mict.co.uk)) was established in 1997 and is considered one of the more successful development trusts in Scotland. Currently employing around 30 full and part-time staff with a turnover of approximately £450,000 (excluding capital projects), the Trust is based at a purpose built community hub and business centre in Craignure.

Mull and Iona Community Trust (MICT) is a membership organisation managed by a board of volunteer directors drawn from the membership. MICT responds to the many needs of the local community and strives to improve the quality of life on Mull and Iona delivering projects ranging from Mull and Iona Environmentally Sensitive Solutions (MESS) charity shops, housing, community transport, recycling, countryside ranger services, renewable energy, a pontoon, training and capacity building. Diversification has been a key to the organisation's success.

#### **Purpose of the role:**

As part of the senior leadership team, of an ever expanding social enterprise, the Deputy General Manager will provide support to the General Manager and the whole organisation, with a particular responsibility for Human Resources in addition to leading on development and implementation of certain projects. Staff working on various MICT projects will report either to the General Manager or Deputy General Manager.

#### **The Role:**

- To work alongside the General Manager and to deputise as necessary in the absence of the general manager
- To be responsible for Human Resources, staff contracts, annual appraisals, company policies
- To provide advice to residents and local groups and organisations
- To help promote the work, vision and capability of Mull and Iona Community Trust
- To represent the Trust at conferences and other events locally and nationally
- To work flexibly as part of a larger and very hands-on team

Aspects of the post will include supporting the management of:

#### a) The activities of the Trust:

- To strengthen existing and establish new profit generating projects and entrepreneurial activities
- To support the General Manager in ensuring regulatory compliance
- To assist the Board, General Manager and staff team with prioritising activities
- To deputise for the General Manager and provide clear and concise information to the monthly Board meetings or its sub groups to facilitate decision making

b) Staff and volunteers

- To prepare, issue and file new staff contracts and to monitor compliance with the recruitment policy. To prepare, issue and file end of contract notices when required
- To prepare new and review and update company policies
- To ensure that all line managers carry out annual appraisals of all staff reporting to them and where necessary interim appraisals and regular 1:2:1 meetings and that records of appraisals are kept on file
- To provide line management support to staff working on projects allocated to the Deputy General Manager
- To continue the development of positive leadership for the staff team, ensuring they are valued and supported

c) Funding and Fundraising:

- To identify and develop income streams both for the sustainability of MICT and for the communities of Mull and Iona
- To provide local community groups with general and funding advice and to help them prepare funding applications for locally generated projects

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| Terms of Employment          |  |
| <i>Reporting to:</i>         | General Manager  |
| <i>Salary:</i>               | Grade 8 (range £28,000 - £29,500) subject to experience  |
| <i>Normal Place of Work:</i> | An Roth Community Enterprise Centre, Craignure   |
| <i>Length of Contract:</i>   | Permanent  |
| <i>Notice:</i>               | Three Calendar month notice may be given on either side  |
| <i>Annual Leave:</i>         | 20 days per year plus 13 public and local holidays   |
| <i>Pension:</i>              | A Company Pension Scheme is in place with a 6% Monthly Contribution from Mull and Iona Community Trust. Your eligibility will be assessed by Creative Auto Enrolment and you will be advised by personal email accordingly                                     |
| <i>Hours of Work:</i>        | 37.5 hours per week  |
| <i>Recording:</i>            | All employees of the Community Trust fill in monthly time sheets   |
| <i>Nature of Work:</i>       | Evening and weekend work will be a feature of this post, therefore time off in lieu is given. This must be taken on a monthly basis, and not accumulated and taken en bloc unless pre-arranged with the line manager.  |
| <i>Training:</i>             | Induction training will be provided.<br>Specialist courses or training needs will be identified during annual staff appraisals or as required.<br>Specialist courses or training needs will be identified at quarterly progress reviews with the line manager. |
| <i>Expenses:</i>             | Out of pocket expenses are reimbursed by BACS on a monthly basis (or more frequently by cheque if required), on completion of an Expenses Claim Form.  |
| <i>Vehicle mileage:</i>      | If a private vehicle is used (by prior arrangement), mileage can be reclaimed on the said form at 40p per mile. Mileage to and from your place of work is not claimable.   |

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| <b>Job Title:</b><br>Deputy General Manager | <b>Employer:</b><br>Mull and Iona Community Trust   |  |
| <b>Key Criteria</b>                         | <b>Essential</b>  | <b>Desirable</b>   |
| <b>Qualifications and Training</b>          | <ul style="list-style-type: none"> <li>• A good standard of formal education to Highers level</li> <li>• Full European Driving License or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• Degree/vocational equivalent, preferably in a rural-development/business/third sector-related subject</li> <li>• Leadership qualifications</li> </ul>   |
| <b>Work experience</b>                      | <ul style="list-style-type: none"> <li>• Managing a team of people</li> <li>• Business management experience (demonstrating sound financial control and planning)</li> <li>• Human resources knowledge</li> </ul>   | <ul style="list-style-type: none"> <li>• Operational leadership in times of change</li> <li>• A record of working with volunteers and community groups</li> <li>• An understanding of rural community life</li> <li>• Marketing and PR</li> <li>• Fundraising at organisational and project level</li> </ul>   |
| <b>Knowledge, skills and abilities</b>      | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills; able to influence and motivate others and work in a team</li> <li>• Ability to judge the need for diplomacy, confidentiality and discretion</li> <li>• Excellent presentational and written communication skills, including formal papers and reports</li> <li>• Strong self-discipline to work effectively and remotely in the absence of close management</li> <li>• Empathy for the ideals, democratic purpose and working practice of the Community Trust</li> <li>• Ability to manage potentially difficult situations, and to respect the right of others to a differing view</li> </ul> | <ul style="list-style-type: none"> <li>• Some knowledge of the roles and structures of organisations engaged in Third Sector and public service delivery in Scotland</li> <li>• Familiarity of Development Trust models and activities</li> <li>• Knowledge of project funding sources and application processes</li> <li>• Sympathetic appreciation of economic needs in rural communities</li> </ul> |
| <b>Technical Skills</b>                     | <ul style="list-style-type: none"> <li>• Good general computer competence (Word, Excel, Web, email, PowerPoint) and social media</li> <li>• Flexibility and ability to prioritise conflicting demands</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of remote working communications, technologies and practices</li> </ul>  |
| <b>Job Circumstances</b>                    | <ul style="list-style-type: none"> <li>• Able to be based in the community</li> <li>• Flexibility for travel including access to own transport</li> <li>• Strong motivation and enthusiasm for the role</li> <li>• Ability and willingness to work some weekends and evenings</li> </ul>  |  |