



Property Development Manager (Heritage Enterprise Village) Job Description and Background Information

Introduction and Background

During 2022, with support from the UK Government's Community Renewal Fund, NCCBC implemented its "Foundations for Recovery" programme to convert community and business aspirations, ideas, and proposals into investment-ready projects. This £0.5m investment carried out feasibility studies and technical development work for 26 individual projects spread across Maybole and the eight surrounding villages.

As part of these studies, CEIS undertook an assessment to determine the viability of establishing a 'Rural Retail Park' in North Carrick. However, the concept evolved throughout the course of the study, shifting away from a single central retail facility to a diversified offer of a Heritage Enterprise Village (HEV) or cluster across North Carrick to support enterprise and stimulate economic activity. The study concluded that this approach is both realistic and sustainable. Further research has been undertaken in late 2023 and into 2024 that has moved the concept further. Nurturing heritage and heritage skills is emerging as important, as is skills development and workshops with an outlet that becomes vital for both local people but also visitors to the area.

The HEV will be based on:

- A flagship site in a town location (this is likely to be in Maybole and a site is being considered), and subsidiary sites and a network of heritage enterprises across North Carrick.
- Offering a diverse range of products and services, with a primary focus on enterprise and support and centred around the theme of heritage, encompassing built, natural, and cultural.
- Supporting new/ existing enterprises, micro/ small/ social enterprises, heritage products/ services.
- A market focus on local residents and niche tourists who are interested in exploring and engaging with the heritage offerings of the area.
- The development of workshops and training opportunities linked to local heritage crafts, which are then retailed within the hub.
- A preference for using existing vacant/ underused community assets.
- Forming a Development Trust to develop and manage it, supported by external expertise as part of an outsourcing business model.

NCCBC has secured funding for a 2-year project to employ a Project Development Manager (PDM) to develop these proposals and assist us to implement the concept.

The Scope of the Work

The concept is that North Carrick Heritage Enterprise Village will be a 'hub and spoke' network of new and existing heritage enterprises, artworks and other attractions across North Carrick that provides positive heritage, leisure and buy-local experiences for residents and tourists.

Work Stream	Description	Indicative Time Allocation
Engaging with Communities, Businesses, Local Authority, &c	Further promoting and refining the concept and developing working relationships. This will pick up contacts made during the recent research work. Moving the business plan from a plan to an executable and fundable project.	10%
Identifying sites & partners	Building on the work done in the previous research to either finalise or identify a good site in each of the target areas of the hub and spoke model.	5%
Securing funding	Developing the funding strategy, approaching possible investors, writing bids and proposals and managing the spend on specific models	20%
Producing On-going Feasibility Reports	Drafting outline mini business cases for selected sites as the need arises	10%
Engaging and Managing Professional Advisers (as contractors to NCCBC)	Writing briefs, managing tender processes, advising on appointments, overseeing their work.	20%
Leading Detailed Project Development	Managing advisers, discussions with e.g. landowners/local authority/other stakeholders.	15%
Supporting Masterplan and Business Plan Development	Providing technical and other inputs to develop the concept to implementation stage.	15%
Reporting		5%

About NCCBC

North Carrick Community Benefit Company (NCCBC) was formed as a company limited by guarantee in June 2014 and registered as a Charity in August 2015. The company is set up to administer grant funding from Scottish Power Renewable's Dersalloch Windfarm and other sources that fit with the company and its charitable status. Funding is designated for the North Carrick area of South Ayrshire that includes 5 community council areas, made up of the communities of Crosshill, Straiton, Kirkmichael, Kirkoswald, Maidens, Turnberry, Dunure, Minishant and Maybole.

The organisation currently employs a Development Manager with experience in Community and Economic Development and Fundraising, and an Assistant Manager with a background in Event Management, Tourism and Business Development. Both are currently self-employed contractors but it is proposed that the latter will be taken on as a full-time employee of NCCBC in April. A part-time administrator will join the team at around the same time.

Job Title Property Development Manager

Job Purpose To deliver a final masterplan for the HEV concept and develop the idea to implementation in relation to funding, securing partners, evolving the live business plan and pushing forward the capital build.

Accountable to NCCBC Manager

Main Duties

The post holder will

1. Develop a Masterplan for the HEV and build on the current Business Plan
2. Identify clear funding streams and secure agreement in principle (where possible) from these funders.

3. Secure development funding so that technical work can proceed
4. Secure capital funding to ensure renovation work can proceed.
5. Continue to strengthen strategic partnerships eg with Economic Development, Employability, Visit Scotland and others.
6. Continue to build the concept with further study visits to good exemplars
7. Procure and manage built environment consultants as each element of the project develops.
8. Develop a risk register for the project.
9. Set out an operational plan for the site(s) in relation to opening times, staffing, operations, policy and processes, compliance and other facilities management issues.
10. Provide advice to the NCCBC Manager on separate but related regeneration opportunities in North Carrick including possible community asset transfers, the improvement of existing community-owned buildings and the development of new ones, and proposals to create new retail spaces and new tourist attractions.
11. Produce monthly reports to the Board on progress.
12. Work as a member of the NCCBC Team to deliver the HEV project in the context of the wider regeneration work of the organisation.
13. Represent NCCBC at business meetings, seminars and conferences relevant to the work in North Carrick.
14. Such other tasks as may be required which are consistent with the duties and responsibilities of the post.

Person Specification

- Real experience, aptitude, values, fit with team and experience of rural and heritage regeneration are probably the most important elements. Having said that, accredited training or qualifications will be viewed positively. This post needs someone who can combine analytical skills with a practical and sensitive approach to a range of people and situations. Excellent and quick written skills are crucial. Demonstrable experience in business planning and capital project development will be important.

Specifically, we're looking for someone with

- A wide range of expertise and experience as required in developing the masterplan and then implementing that plan to establish the HEV. Some of that range is available to NCCBC via its Development Manager and Assistant Manager. The main gap that you are expected to fill is in property development and management.

You will have a track record demonstrating some or all of the following:

- A good technical understanding of feasibility studies
- A proven track record with capital developments.
- A good knowledge of rural regeneration and heritage.
- Ability to assess project viability.
- Knowledge of construction/construction management and procurement activities
- Experience in preparing and submitting planning applications.
- An understanding of property development funding.
- Experience of facilities management and managing retail and commercial tenants.

- Demonstrable experience and or interest in social enterprise or community led regeneration initiatives.
- The ability to manage internal and external stakeholders.
- Responding to a Board and an enterprising third sector organisation.

You will be

- Confident, self-motivated and proactive with good organisational skills
- Someone who can gather information intelligently, analyse data and articulate it well in writing. The post holder will be a good writer who can bring together large volumes of information into coherent reports
- An excellent relationship builder with clients and partners from a range of backgrounds: ideally someone who clients warm to and trust.
- Someone who can turn their hand to chairing large meetings as well as interviewing individuals
- Able to problem-solve and design and implement solutions
- Comfortable with digital solutions to challenges as this becomes increasingly a part of the third sector's way of working
- Knowledgeable about the voluntary, community and social enterprise sectors and the current key issues
- Able to match commercial reality with social aspirations
- An excellent team player and willing to share skills and knowledge with co workers
- Someone one with a strong work ethic.
- Ability to manage your time effectively, multi task and work on several projects simultaneously.

Hours

We are aiming to recruit a full time post (37 hours per week) but may consider other options such as part time or job share, for the right candidate.

This job will include some weekend and evening work where projects require it, for which time off in lieu will be available.

Duration At the moment, we are structuring this as a 2 year temporary post to ensure it fits with the needs of the organisation. Our aspiration is to secure funding beyond that but that is not guaranteed.

Remuneration £33,500 plus Pension Contribution

Location

Based in offices at Maybole Golf Course but with opportunities for working from home and in community spaces.

How to Apply

Please complete the attached application form

Email to stuart@nccbc.org.uk

Closing date : 12noon on Tuesday 9th April 2024

Interview date : Monday 15th April 2024

Further information: If you'd like to discuss the work of please contact stuart@nccbc.org.uk