

Job Description and Specification

Kyle FEEDS (Food, Environment & Exercise, Delivering Sustainability) Project Manager



Duration: Fixed term to 31st March 2026 with funding in place

Hours: Full Time (37.5 hours per week)

Salary: £30,000 per annum

Responsible to: Trust Manager

Based: The Barn, Ardgay

Background:

This post is funded by the Scottish Government. The project aims to create an economically, environmentally and socially sustainable community by taking a holistic approach to health inequalities and their drivers such as poverty, isolation and a lack of access to physical activity. Through working with partners and statutory agencies we will target the most vulnerable and those with limited access to services.

Project aims; Increase tailored financial, practical & emotional support, especially for families. Decrease poverty and inequality. Increase positive wellbeing (physical and mental) Increase inclusion through human connection. Improve life chances and opportunities. Increase confidence and strengthen community cohesion. Increase environmental awareness.

Role Description:

Delivery and management of the current funded services: weekly community café, offering affordable and nutritious meals to over 50 residents per week, shaped and delivered by volunteers with experience of dealing with poverty/social isolation. Delivery follows the Scottish Government Dignity Principles. Deliver several other community events e.g., Big Brunch during Challenge Poverty Week.

Manage the Kyle of Sutherland Community Food Larder, including management of staff and volunteers. The Larder currently supports over 200 individuals per week. Delivery of Christmas support, providing families with a 3 course Christmas dinner. Strive to increase food security, help reduce food poverty (especially for children), reduce food waste, food miles and packaging.

Oversee delivery and development, including management of staff and volunteers, of the Community Poly tunnel and Community Kitchen Garden. The sites are designed to support those with disabilities and provide opportunities to grow produce for distribution through the larder and for use in the café, reducing costs, increasing choice, increasing health, reducing waste, and making the project more sustainable. It is important that young families are taught the simplicity of growing at home, how to cook using home grown produce and the positive environmental impacts of this whilst also taking a holistic approach to health and social inclusion.

Deliver a programme of Keep Active Together activities in liaison with the Community Fitness Instructor to improve the physical/mental health and wellbeing of our residents, decreasing reliance on NHS services. Providing weekly activity and learning opportunities to increase confidence and create better life chances. Health and wellbeing will be accessible and affordable to all (to ensure inclusivity, classes will be free) and people will become physically and mentally healthier, due to group activity decreasing loneliness/social isolation.

Kyle of Sutherland Development Trust

The Barn, Drovers Square, Ardgay, Sutherland, IV24 3AL

Scottish Registration: SC401019 | Scottish Charity: SC043587|VAT Number: 251 4030 53

development@kyleofsutherland.co.uk | 01863 766 190 | 07507 894 775

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Key Tasks:

1. Efficient project management
2. Prioritisation and multitask multiple concurrent projects
3. Effective control of project budgets
4. Making funding applications
5. Reporting to funders
6. Liaising with key stakeholders and partnership working
7. Line management of 5 part time staff and 23 volunteers
8. Volunteer recruitment and retention.
9. Risk Management – Identify any risks to project
10. Meet and exceed stated outputs/outcomes in given timeframes
11. Marketing of project services
12. Motivate & coach project staff to meet high performance standards

Person Specification:

ESSENTIAL

- Project Management experience
- Proficient in use of Microsoft Office Suite
- Knowledge of health inequalities surrounding poverty & isolation
- Effective listener and communicator – written & verbally
- Enthusiastic team player with the ability to be work well and empathetically with others and on own initiative
- Experience of partnership working
- Full, clean driving licence with access to own vehicle for business use
- Highly organised

DESIRABLE

- Event Management experience
- Have a strong understanding of the community needs across Sutherland including socio-economic impacts facing the area both now and, in the future
- Eager to meet new challenges and assimilate new concepts
- Knowledge of the third sector in the Highlands and Islands
- Understanding of the Scottish Government Dignity Principles

Closing date: **Wednesday 8th January at 5pm**

Interviews: **Week Commencing 20th January 2025**

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