

# Moniaive Initiative

## Post-flooding economic regeneration

### CONTRACT DETAILS

- Fixed short-term contract until 31<sup>st</sup> March 2023, with flexible hours
- £150 per day for 14 days
- Home based, with some travel to locations around Glencairn

### CONTRACT SUMMARY

**The Role:** Moniaive Initiative are offering a fixed short-term contract to assist in the on-going flooding impact evaluation work. The flooding event had a significant impact on businesses in Glencairn. This contract will investigate some of the strategies that the business community and event organisers could employ to mitigate against the effect of the flooding. Moniaive is seeking to attract increased numbers of day visitors in addition to the significant large one-off events such as music festivals. This contract will evaluate options for these organisations and local businesses, investigate options to expand the local calendar to include new cultural and heritage events and opportunities for local learning. A report will be prepared on the suggested strategies going forward. The work will necessitate discussions with relevant businesses and organisations.

**What we're looking for:** You will have proven project management and organisational skills and a sound understanding of the concepts surrounding economic regeneration. A knowledge of community and charitable organizations is useful. As you will be required to liaise with local businesses and organisations, you will need a proactive and personable approach. You will be organized, efficient, and resourceful and have the ability both to work on your own initiative and to develop productive working relationships.

### Requirements of the post are:

- To proactively engage with the business community and event organisers
- Collect data, information and feedback on options for moving forward post-flood
- To consider methods and strategies that could increase day visitor numbers and support for current larger events
- To prepare a summary report of the findings of the survey for presentation to the Board of Trustees
- To keep and manage full written records of project work
- To provide weekly written updates for the Board of Trustees

This is a fixed term contract until 31/03/23. You will be required to work flexible hours (including evenings / weekends) to meet the demands of the post. The post will be based at home and across Glencairn..

#### Supported by:

Glencairn Community Council  
Windfarm Fund

Investing in Communities Fund



Moniaive Initiative (SCIO) is a registered charity no. SC044760



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## PERSON SPECIFICATION

CRITERIA	PREFERRED	ESSENTIAL
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>Degree/vocational qualification in community development and/or project management</li> </ul>	<ul style="list-style-type: none"> <li>A good standard of formal education to Highers level</li> </ul>
<b>EXPERIENCE/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Previous experience in community project management</li> <li>Experience of data management &amp; analysis</li> <li>Previous experience in public facing work</li> <li>Knowledge of economic regeneration</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of developing, delivering and administering projects</li> <li>Previous experience of basic data management</li> <li>Experience of working with community groups</li> <li>Knowledge of Health &amp; Safety at Work, Equality &amp; Diversity policy and practices</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to communicate in a range of settings with different people</li> <li>Social media</li> <li>Provision of written/image content for websites</li> <li>Written and presentational skills</li> <li>Knowledge of Spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>Excellent interpersonal and teamworking skills with the ability to motivate others</li> <li>Problem solving skills</li> <li>Strong self-discipline to work on own initiative</li> <li>Attention to detail</li> <li>Good computer skills</li> <li>Good record keeping</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Have access to own transport</li> </ul>	

## How to apply...

Please email your CV and covering letter to [deb.moniaiveinitiative@gmail.com](mailto:deb.moniaiveinitiative@gmail.com) by 12 noon on Monday 27th Feb2023

Interviews to be held Thursday 2<sup>nd</sup> March 2023

If you have any queries, please contact [deb.moniaiveinitiative@gmail.com](mailto:deb.moniaiveinitiative@gmail.com)

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