



SURF Alliance for Action Programme Vacancy: Dunoon Facilitator (part-time)

SURF is looking for an efficient and well-organised individual with an active interest in community regeneration to help support the delivery of its Alliance for Action programme in the town of Dunoon.

This paper sets out a description of the main duties, the qualities and skills required, the main terms and conditions, and some additional information relating to this position.

1 Context of this position

About SURF

SURF is Scotland's regeneration forum. It aims to improve policy and practice in efforts to successfully regenerate disadvantaged communities across Scotland. It does so: by organising seminars, study visits and conferences; by sharing information through reports, briefing notes, policy manifestos and an online magazine; through undertaking research and organising an annual awards scheme; and by working closely with key policy-makers in national government.

SURF's membership, of over 250 organisations across Scotland, includes representatives of all the major players in regeneration including national bodies, local authorities, voluntary and community groups, and private companies. The operation of SURF, as an independent social enterprise, is financed from membership and sponsorship fees, events income, and service delivery contracts.

The SURF staff team currently comprises six members:

- Chief Executive
- Policy and Participation Manager
- Information, Communications and Events Officer
- Development and Learning
- Research and Administrative Assistant (part time)
- Financial Administrator (part time)

About this vacancy

Since 2013, SURF has been operating a regeneration support and learning initiative called the Alliance for Action. This is a cross-sector, collaborative programme that connects local assets and initiatives in five Scottish places with wider regeneration policies and resources. Its dual purpose is:

- to further strengthen resilience and practical outcomes in the focal communities;
- to enhance wider policy and resource considerations for supporting community regeneration in the continuing recessionary context.

SURF's Alliance for Action is backed by the Scottish Government and the Big Lottery Fund in Scotland. With their support, SURF is recruiting part-time facilitators in some of our newer Alliance for Action sites, including Dunoon. The main aims are to help progress locally identified regeneration aspirations, to contribute to the recording of learning outcomes, and to support SURF in the delivery of cross-site initiatives.

Specifically, the post-holder will be responsible for helping to build on local demand for complementary economic, physical and social improvements, following a successful SURF-managed 2017 'Think Dunoon' Community Charrette. The 'Think Dunoon' Charrette highlighted broad consensus on Dunoon's strengths, such as its strategic location, its rich history, and its resourceful and lively community, and challenges, such as the need to enhance town centre facilities, address vacant and derelict sites and buildings, and the related struggle to attract and retain visitors, entrepreneurs and young people.

With these opportunities and challenges in mind, the Charrette outcomes report identified a number of priority projects under four themes – community, local economy, tourism and place – which SURF, local community groups, and partners including Argyll & Bute Council and Highlands & Islands Enterprise are supportive of.

The primary role of the local facilitator will be to assist in the development and delivery of these projects, including by providing all reasonable support to local stakeholders for project planning, resource and process development, implementation and evolution.

The facilitator will be responsible for promoting a coherent and holistic approach to regeneration in Dunoon in line with Charrette outcomes. This will involve identifying opportunities for partnership working in cooperation with, and reporting regularly to, SURF and local stakeholders.

SURF is confident that this presents an exciting and rewarding opportunity to contribute positively to the future of one of the west of Scotland's most significant coastal towns.

Further information on the Alliance for Action in Dunoon, including the Community Charrette report, is available on the SURF website: www.surf.scot/dunoon/

2 Main activities for this post

The successful candidate will have responsibility for the following areas of activity:

- Liaise regularly with local, regional and national players engaged in regeneration activity in Dunoon, providing all reasonable requests for guidance and development support.
- Investigate viable opportunities for supporting the delivery of local regeneration aspirations identified in the Dunoon Community Charrette final report, managing the initial development of new initiatives directly where required.
- Service, attend and report to meetings of the Dunoon Alliance for Action stakeholders group.
- Provide regular progress updates to SURF, and contribute to wider Alliance for Action activities including national Alliance for Action conferences and cross-site study visits.
- Represent SURF in formal meetings and events relating to the Alliance for Action programme in Dunoon.

- Promote SURF's role in local Alliance for Action activities and encourage the participation of local stakeholders in national SURF Alliance for Action events.
- Maintain a database of local stakeholders.
- Liaise with SURF and other relevant partners to stay informed of regional and national developments in regeneration policy and practice.

The successful applicant will be supported by SURF's resources and its SURF staff team. A consultant who has been engaged by SURF to support the Dunoon Alliance for Action process to date, will provide early key information and introductions as part of an induction process.

3 Qualities and skills

SURF is seeking the following qualities and skills:

Essential:

- Excellent interpersonal skills and an ability to work well with a range of stakeholders including representatives of community groups, public agencies, private businesses, and charities.
- An active interest in community regeneration policy and practice.
- Reliable, well organised and efficient.
- An ability to communicate in an accurate, friendly, confident and effective manner, both verbally and in writing.
- A strong knowledge of the funding and policy climate for regeneration activities in Scotland.
- An ability to produce high-quality reports regularly and in a clear, concise format.
- An ability to respond efficiently to direction from SURF and a local stakeholders group, and to work pro-actively using initiative and judgement.
- Strong IT skills, particularly in the Microsoft Office applications Word and Outlook.

Desirable:

- Experience in project management and partnership working towards the delivery of place-based social, physical and/or economic regeneration.
- A good awareness of the social and economic context in Dunoon and the wider Argyll & Bute region.
- A degree level qualification in a regeneration-related subject.

4 Terms and conditions

Job Title: Dunoon Alliance for Action Facilitator

Purpose of this post: To support the delivery of SURF's Alliance for Action programme in the town of Dunoon.

Location: The post-holder will be based in Dunoon. Intermittent travel to other Argyll & Bute locations and Glasgow & Edinburgh may be required for certain activities, for which expenses will be reimbursed in full.

Salary: £30,000 (pro rata)

Hours: 17.5 hours per week (ideally over two and a half fixed weekdays, but this may be negotiated by mutual agreement).

Responsible to: the post-holder will be managed by SURF's Policy and Participation Manager. Local activity and priorities direction will be provided by the Dunoon Alliance for Action stakeholders group.

Length of contract: Initially for twelve months, from 20 August 2018 to 19 August 2019. Continuation thereafter is subject to a review of programme impacts and resources.

Entitlements: The holiday entitlement is 25 days annual leave and 15 public holidays per annum (pro rata). Sick leave and other entitlements will also be on a pro rata basis, as laid out in the standard SURF employees' contract of employment.

5 How to Apply

To apply for this position, please submit a C.V. of no more than two pages, plus a covering letter providing evidence of meeting the required skills and qualities specified in section three (also of no more than two pages) to Derek Rankine, Policy and Participation Manager, by email or post:

- Email: derek@surf.scot
- Post: SURF, Orkney Street Enterprise Centre, 18-20 Orkney Street, Glasgow G51 2BX

The **closing date** for applications is **Monday 23 July**.

Interviews are scheduled to take place in Dunoon on Wednesday 1 and Thursday 2 August. An interview panel will comprise representatives of SURF and the Dunoon Area Alliance stakeholders group.

If you have any queries or would welcome an informal discussion about this role, please contact SURF's Derek Rankine on 0141 440 6393.



SURF's Alliance for Action programme is delivered by SURF with support from the Scottish Government and the Big Lottery Fund in Scotland.

SURF Scotland's Regeneration Forum. Orkney Street Enterprise Centre, 18-20 Orkney Street, Glasgow G51 2BX
Tel: 0141 440 0122 / Email: info@surf.scot / Website: www.surf.scot

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