

CGDT General Manager

CGDT is a highly active Development Trust with a wide range of projects the voluntary board wishes to progress. Our mission statement is:

“By the year 2021, ColGlen will be a vibrant community with a growing economy and with the ability to attract young economically active families whilst sustaining a high quality of life and safeguarding our natural and cultural resources”

We are therefore seeking an officer for the trust who will enable us to deliver this programme by providing capacity in the key areas of governance, human resources (HR), public relations and initial project development.

Duties will include:

- **Developing and Delivering the Strategic Vision for the Trust**
The CEO will provide a platform or framework for the Board to articulate ongoing strategy development towards creating a self-sustaining series of social enterprises.
- **Governance, Finance & Compliance**
Providing support for the trust to fulfill all its statutory obligations towards
 - OSCR
 - Companies House
 - AGM - including Audit and
 - Board Meetings
- **Human Resources**
Ensuring CGDT utilises in best practice managing its people, particularly:
 - Directors
 - Staff
 - Working Groups
 - Other volunteers
- **Public Relations**
Ongoing management of routine outward-facing relations with various stakeholders, including:
 - Community Engagement
 - Agency, Corporate, Funder
 - Press & New Media
- **Initial Project Development**
The CEO will develop new projects, and oversee existing ones, such that once funding is in place each is well-founded and well run. Therefore in this regard, the CEO will identify
 - Projects and their Parameters
 - Likely Funders
 - Possible commercial and private partners
 - The initial views of stakeholders in the community and further afield.
- Other General Activities as directed by the Board at any time