



## THE ISLE OF GIGHA HERITAGE TRUST

<b>Job Title:</b>	Business Development Manager
<b>Date:</b>	May 2026
<b>Reports to:</b>	IGHT Chair
<b>Location:</b>	IGHT Office though hybrid home working may be considered
<b>Hours:</b>	Full time, 35 hours per week
<b>Salary:</b>	£38,000-£48,000 per annum

**Job Purpose:** To oversee operations within the IGHT group, incorporating financial management, and lead on the delivery of projects and associated activities to develop the economic, social, and environmental sustainability of Gigha and the Trust.

### **Core Responsibilities:**

These are the core responsibilities for this role and is not an exhaustive list. The post holder will be required to undertake any other tasks as requested.

#### Financial & Strategic Management:

- Maintain financial responsibility within the IGHT group to ensure sustainability and value for money.
- Support the Office Manager in the preparations of the Annual Audit, including gathering documentation, providing financial information and reviewing draft accounts.
- Produce annual budgets for the IGHT group companies and regular management reports and cashflow forecasts.
- Prepare quarterly financial reports and act as the main point of contact for Trust lenders, banks and stakeholders.
- Maintain visibility of all activities within the IGHT group and support senior staff.
- Develop a strategic plan for the operation, maintenance and sustainability of IGHT assets including properties, infrastructure and land.
- Have oversight of all Trust tenancies and lease agreements, including renewal periods, rent reviews and maintenance obligations.
- Be the primary contact for Trust stakeholders and communications into the IGHT group boards.

#### Business Development:

- Lead on the development of funding applications for new business development opportunities.
- Responsible for ensuring funding is identified to sustain Trust activities including employment and business support.
- Lead on and provide efficient project management on a range of projects from the development through to delivery and completion.
- Review restricted funds for projects and manage project budgets and cashflows.
- Manage project grant applications and claims along with project cashflows.
- Build relationships with funders and other partners to build and sustain the reputation of the Trust and Gigha.
- Work with colleagues and others to identify opportunities for future uses of IGHT assets.

Together with, and at all times,

- Positive engagement with the policies and procedures agreed by the Board
- Constructive and supportive interaction with all Trust employees and members and island residents



## THE ISLE OF GIGHA HERITAGE TRUST

### Person Specification:

These are the skills, experience and qualifications required to undertake the role.

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualifications in a relevant discipline to degree level or demonstrable equivalent skills and work experience</li> <li>• Experience of project development and grant management</li> <li>• An understanding of financial planning and business plans, along with an ability to analyse accounts, budgets and cashflow projections</li> <li>• Experience of working in an environment with high standards of governance</li> <li>• Ability to work to own initiative and manage workload without day-to-day supervision</li> <li>• Ability to work well as part of a team and engage with others across the organisation</li> <li>• Ability to solve problems and effect solutions with limited staff and financial resources</li> <li>• Excellent verbal communication skills, with the confidence to present and speak at public meetings</li> <li>• Ability to produce high quality written work including reports and business plans</li> <li>• Demonstrate a professional and personable manner</li> <li>• Willing to work out of office hours on occasion</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of community-led development</li> <li>• Understanding of the community land sector including land reform and community empowerment policies</li> <li>• Staff management or supervisory experience including use of HR policies</li> <li>• Experience of surveying assets and producing investment plans</li> <li>• Understanding of working with a small community focused organisation</li> </ul>