

Laggan Forest Trust Business Development Officer

Salary: Around £28,000

Hours per week: 36, with occasional weekend and evening activities

Holiday entitlement: 33 days including public holidays

Fixed Term: Until 31st March 2017

Location: Laggan Wolftrax Centre, Strathmashie, Laggan, Newtonmore PH20 1BU
(Please note there is **no** Public Transport.)

Background

The Laggan Forest Trust (LFT) was established in 1998, and works in partnership with The Forestry Commission to jointly manage Strathmashie Forest. LFT owns around 20 hectares of this forest.

The Trust's aims are to:

- Safeguard local community interests
- Increase employment opportunities related to Strathmashie Forest
- Conserve, regenerate and promote restoration of woodlands
- Promote the community, recreational and environmental benefits of the woodland

Operating as a Development Trust, the organisation is wholly community owned and led, and aspires to become much more sustainable by considerably reducing the dependence on grant income. It currently employs a Part Time Book-Keeper.

The Wolftrax Mountain Biking trails are adjacent to the Centre and include black, red and green mountain bike trails. These are owned and maintained by The Forestry Commission. The trails currently attract around 15,000 visitors per year.

Whilst the Trust is a Charity, it has a trading arm – The Laggan Forest Trust Forestry Company (LFTFC). This organisation owns and runs the Laggan Wolftrax Centre and part of the successful applicant's time will be spent working on LFTFC issues.

The Laggan Wolftrax Centre was built with a grant of £400,000 from the Cairngorms National Park and opened in April 2015.

LFT had a 2 year funding package from the Scottish Government's Strengthening Communities Fund from April 2014 to March 2016. This package has been renewed for 1 year. The current post holder has moved on and hence this job opportunity.

For more background go to: www.lagganforest.com

Job Description for Business Development Officer

Reporting

The Business development Officer will report directly to the LFT Chair, or designated member of the Board.

Main Tasks

1. New Business Development – 50%

- Identify opportunities and present fully-costed proposals for utilising LFT/LFTFC's assets to provide new income streams e.g. new uses for the LFTFC Woodshed. It will be a specific objective that by the end of the contract period, some of the proposals will be in operation.
- Promote the use of the Laggan Wolftrax Centre & Cafe as a venue for workshops out of season and any other activities that generate "footfall" and a sustainable revenue stream.
- Explore and develop other "forest linked" business opportunities
- Explore and develop events that utilise the forest for all ages
- Encourage and promote the growth of Mountain Biking at Wolftrax
- Network and liaise with bodies involved in development of Laggan Wolftrax Centre related recreational activities including attendance at networking meetings.
- Occasional attend board meetings

2. Marketing/ promoting the Forest Centre/other LFT activities – 20%

- Develop and execute a strategy in conjunction with Board Members to systematically promote and market the Laggan Wolftrax Centre and related LFT activities
- Maintain and update the social networking and website presence of LFT
- Identify funding sources and develop proposals in conjunction with the LFT Board

3. Establishing a volunteer network for mountain biking and trails 10%

- Establish a community volunteering scheme and related training requirements
- Identify suitable projects for volunteers' activity
- Recruit and enthuse volunteers, in conjunction with the Board.

4. Managing contracts and other activities with LFT/LFTFC – 20%

- Manage any contractual issues in conjunction with LFTFC Board members
- Collaborate and Liaise with other members of staff – permanent and temporary – to support the objectives of both LFT and LFTFC.
- Ensure application of the relevant Health and Safety Policies to all users of the Centre as well as the upkeep and running of the Laggan Wolfrax Centre & Café.

NB: %'s are a rough guide to indicate the relative importance of the different activities

If you are called for interview, you will be required to demonstrate the following skills and attributes:

- Track record in developing new business ideas
- Understanding of rural and tourism related businesses
- Self organisation and motivation
- Excellent communication and inter-personal skills
- IT skills with both office type software and social media
- An interest in community woodlands, mountain biking or outdoor recreation
- Experience of working a budget and costing potential income streams
- Experience of producing and delivering successful PR/Marketing initiatives

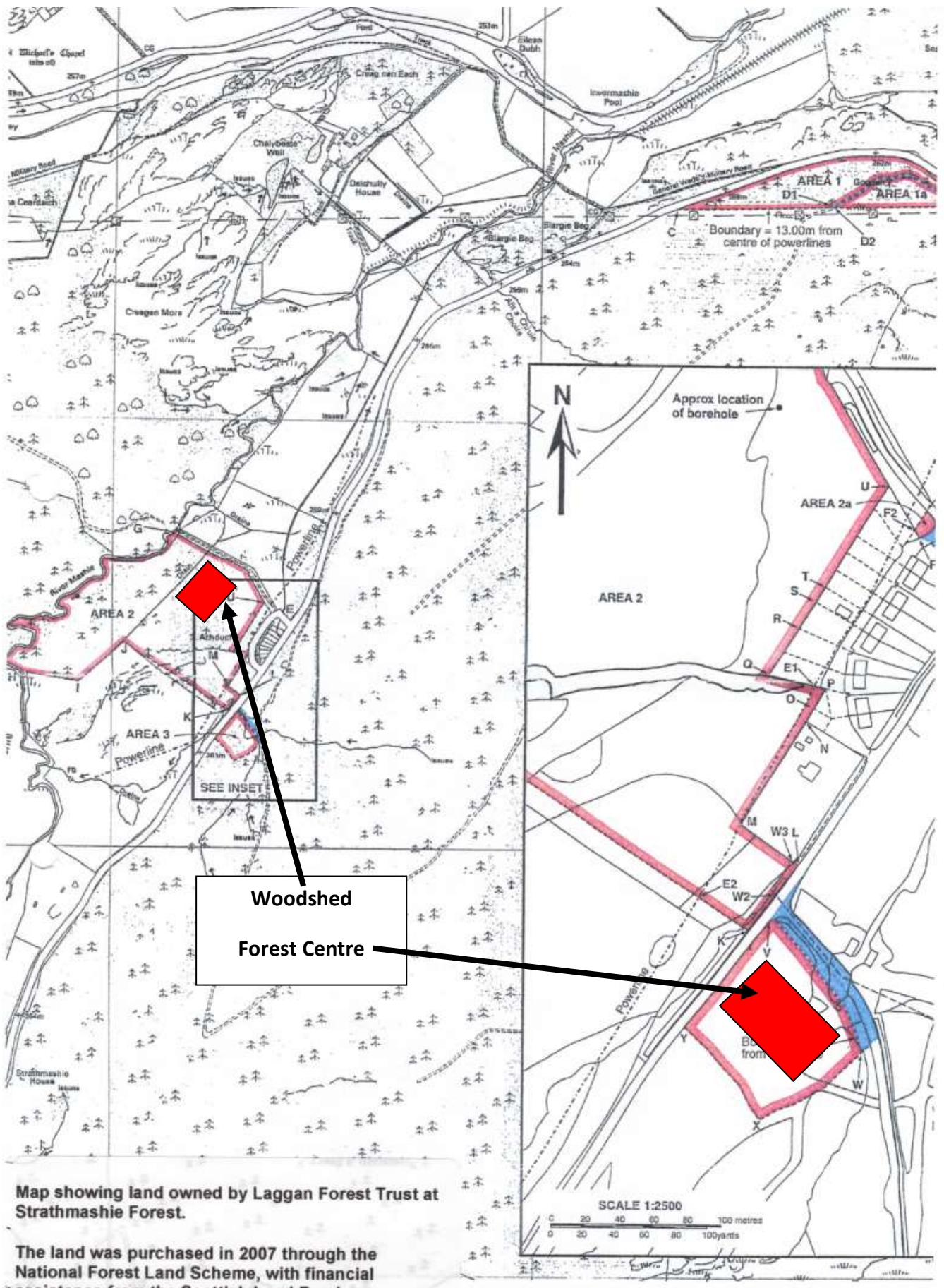
The following are desirable qualities we would look for in candidates:

- Education to graduate level in business, tourism or related discipline
- Conscientious paying attention to detail
- Local knowledge

**Please note that the closing date for applications is: 5pm Friday 1st April.
Interviews will take place on Wednesday April 6th**

Please e-mail all applications to: Ian Hall, Chair of Laggan Forest Trust at: ian@glentruim.com He will confirm receipt of your e-mail. In case of any last minute difficulties (and only for this reason), please call Ian on 01540 673821.

On the final page we have included a map of the forest area showing the land which is community owned.



Map showing land owned by Laggan Forest Trust at Strathmashie Forest.

The land was purchased in 2007 through the National Forest Land Scheme, with financial assistance from the Scottish Land Fund.

District **INVERNESS**