



Culbokie Community Trust



Business Development Officer

Job Description/Person Specification

Location: Year 1 Homeworking; Years 2 and 3 Hybrid (The Space/homeworking)

Responsible to: Culbokie Community Trust (CCT) Project Management Group

Salary: £22,400 (0.6 FTE), review after year one, pension

Hours: 24 per week

Conditions: Fixed term until end March 2029

Holidays: 135 hours per year inclusive of public holidays

Closing date: Friday 26th June 2026

Interviews: will be held on 6th July in Culbokie (if not feasible then 8th July). Those shortlisted will be asked to give a short presentation at the interview on a subject supplied.

Background

CCT has been awarded funding to construct a new 100m² multi-purpose building, 'The Space', on Culbokie Green in the centre of Culbokie on the Black Isle. This is the second building of the planned three-building community hub and it is anticipated that construction will start in autumn this year. The Space is designed for business and community use and will be the primary income-generating element of the Hub. It will include two treatment rooms for hire to health-related therapists and practitioners; a meeting room with video conference facility; a flexible space for hot-desks/co-working and other uses; and a dedicated space for our anchor tenant (Heads of Terms confirmed).

Role Overview

CCT is seeking an experienced and highly motivated person to drive the pre-opening planning and development of The Space. In year 1, the postholder will be responsible for ensuring high occupancy, giving priority to community services and establishing a robust, diverse income stream from day one. Years 2 and 3 will focus on post-opening consolidation of the business model and processes, as well as preparation for eventual handing over to volunteer-run management.

Key Responsibilities

Year 1

Planning, prelaunch sales and launch

- Finalise business and pricing model
- Engagement with health, care, business and environmental groups, including critical third sector organisations, to refresh local data and identify priority needs in the village
- Finalise contracts with anchor tenant(s)
- Establish key operational partnerships
- Work with selected professionals to finalise physical and IT fit-out design and specifications.
- Develop management systems and protocols with an emphasis on automation
- Develop and execute a pre-launch marketing and sales strategy
- Manage building opening and achieve initial target occupancy
- Organise and oversee an official building launch
- Other activities as agreed with the CCT Project Management Group and CCT Board.

Year 2

Occupancy and service development

- Work with selected stakeholders to encourage service outreach from The Space and support them to engage with the community.
- Establish excellent tenant relationships and establish a volunteer user group to support the management of The Space.
- Undertake continuous performance monitoring and adaptation

Year 3

Optimisation, growth and transition

- Strengthen income streams through occupancy and yield management
- Work with a volunteer user group to establish a strong social and environmental ethos in building management
- Consolidate/develop marketing strategy to reflect experience and generate future growth
- Develop a long-term strategy for succession planning with emphasis on automation and efficiency
- Secure anchor tenant renewals

Essential Skills and Experience

- Experience of developing projects, new services or initiatives within a charity, third sector or community organisation.
- Experience of developing a marketing and promotional campaign.
- Experience of income generation, sales, or commercial decision-making within a community or social enterprise context.
- Experience of building and maintaining effective partnerships and stakeholder relationships.
- Knowledge and understanding of asset management.
- Strong communication and networking skills, able to build relationships with a range of organisations and individuals, including volunteers.
- Strategic thinking with the ability to identify opportunities for organisational development.
- Strong organisational and project management skills.
- Strong IT skills
- Ability to work independently and manage competing priorities.

Desirable Experience and Skills

- Knowledge of the Black Isle and surrounding area
- Experience of working in the health or care sectors
- Experience of co-working in a rural situation

Personal Qualities

- Highly organised with excellent attention to detail.
- Warm, welcoming and approachable.
- Responsive, flexible and adaptable.
- Professional, reliable and aligned with CCT values.

To Apply: submit your CV and a brief statement explaining your interest in and suitability for the post (500 words max) to: chair@culbokiect.org, by 26th June.

This post is funded by the Scottish Government's Strengthening Communities Programme.