

Job Description

Job title:	Scotland Director
Hours:	37.5 hours per week (Full time)
Contract:	Permanent (currently funded to March 31 st 2020)
Salary:	£35,000-39,000. Please provide an indication of your salary expectations in your application.
Location:	CoMoUK has offices in Leeds, Edinburgh & a desk share arrangement in Glasgow as well as the Chief Executive being based in London. The Scotland Director will be required in the Edinburgh office for 3 days per week on average. Outside of this, remote working can be considered, and CoMoUK practices flexible working hours on request. He/she will also be expected to travel extensively throughout Scotland with occasional UK/international travel.
Responsible to:	CoMoUK Chief Executive
Responsible for:	Scotland-based staff, comprising (in 2019-20) Programme Manager; Senior Development Officers; & Communications and Marketing Executive.
Pension:	Contribution equivalent of up to 5% of salary to match your own contributions to your personal pension scheme (after probationary period)
Holiday entitlement:	25 days per annum, plus bank holidays.
Probationary period:	3 months

Application process

Applications should be sent to Richard Dilks, Chief Executive (richard@como.org.uk), arriving no later than **noon on Friday, September 13th**. They should comprise covering letter and application form. For an informal conversation about the post, contact Richard by email in the first instance.

Interviews will be held at a date TBC. As this post will initially focus on the Transport Scotland funded programme *Co-mobility Scotland 2019-20*, details of programme's work packages can be supplied on request.

Background

CoMoUK is a national shared mobility charity, short for Collaborative Mobility UK. We are for the public benefit of shared mobility, such as shared bike schemes and car clubs. We support the sustainable development of these to enable mobility lifestyles which present an alternative to private car ownership. We do this through advocacy, research and development, advice, accreditation.

The organisation began with a focus on the development of pay-by-the hour car clubs in 1999. Over the last few years Carplus developed the sister arm Bikeplus to represent shared bike schemes. Increasingly we are seeing new modes emerging and a blending of modes. At a time when there is much development and innovations, such as Mobility as a Service, the organisation rebranded CoMoUK to reflect the evolution of the sector, it is playing a key role in ensuring that social and environmental benefits are key factors in development of Future Mobility.

Building from 2019/20 in to the following year's programme will be a pivotal time for CoMoUK. The Scottish programme has a strategic focus on maximising the policy impacts of shared mobility to ensure benefits are achieved for people and places in Scotland. Together these solutions make for resilient, lower impact, fairer mobility that enhance modern lifestyles and places, while reducing the unwelcome environmental, social and health costs of motoring. The small team are working to raise awareness of shared transport, sharing impartial best practice advice and researching impacts.

CoMoUK is primarily funded in Scotland by Transport Scotland with additional projects funded by a variety of sources. Other income is derived from events, members and operators of co-mobility services. CoMoUK Trust is a company limited by guarantee and a registered charity (no. 1093980) with a Board of Trustees. For more information about CoMoUK and its work see www.como.org.uk.

Summary of responsibilities

1. Strategic objectives development

In conjunction with the Chief Executive and in collaboration with regional staff, the post holder will take responsibility for developing the strategic objectives for both CoMoUK / CoMo in Scotland.

Including:

- Keeping abreast of relevant changes in policy, funding, best practice and innovation;
- Identifying the best strategies and opportunities to work towards the organisations mission in the Scottish context, but also to complement activity in England.

2. Influencing stakeholders, policy & partnership development

The post holder will have responsibility for stakeholder engagement – nurturing and supporting parliamentary, public, private and voluntary sector partners and key influencers.

This includes:

- Advocating the appropriate roles of shared mobility to members, existing and potential funders and working with stakeholders and the Board to deliver strategic objectives;

- Identifying and maximising opportunities to influence policy and practise of key partners in line with strategic objective through a range of methods; meetings, events, social media, policy consultation responses and collaborative projects.

3. Programme development, funding and revenue generation

The post holder will lead the development of funding bids in coordination with other staff as well as identifying and evaluating commercial and sponsorship opportunities. This will include taking strategic decisions on the best opportunities for the organisation developing proposals and working in partnership with national and local government, government agencies, European Union, scheme operators, trusts and foundations and identifying other innovative funding sources.

The post holder will sign-off reporting to key funders (e.g. Transport Scotland, Paths for All) and ensure that CoMoUK / CoMo Scotland meets the requirements of our funders as well as having overall responsibility for revenue generation.

4. Business management of CoMoUK in Scotland

In partnership with key team members, the post holder will take on responsibility for business management of the Scottish programme, including:

- Overseeing the development of programmes;
- Overseeing the Scottish programme accounts, budgets and cashflow by the Finance Manager;
- Attending Board meetings as required.

5. Staff management and development

The key responsibilities of the post holder will include:

- Management of the Programme Manager, Senior Development Officers and Communications and Marketing Executive;
- Providing staff direction through review sessions and team meetings;
- Carrying out staff appraisals and helping to implement personal development plans;
- In the event of substantial new funding, developing the organisation's management/reporting structure;
- Working with other Directors on the development of staff policies and procedures.

6. Management & strategic development

- Liaison with other Directors, staff & trustees as appropriate to help in the day-to-day management and strategic development of the organisation

Person specification

Essential requirements	Desirable requirements
Skills	
The ability to be an effective advocate for advancing CoMoUK's mission in Scotland (please refer to Vision and Mission statement) in the mid-term timescale.	
Effective leadership skills and organisational management.	
Ability to develop and execute a sustainable funding programme to move CoMoUK's agenda forward.	
Evidenced ability of articulating ideas into successful funding applications	
Consensus-building expertise within and across organisational boundaries and a vision for developing partnership opportunities.	Expertise in public health, tourism, regeneration and renewals sectors.
Strong communication skills including ability to develop persuasive arguments and influence a range of audiences.	
Expertise in written media and public speaking engagements, including leading industry events and public-facing media (e.g. TV and radio interviews).	Flair for creative ways of presenting ideas.
Professional awareness and use of social media	
Experience	
Experience of working with or in local, regional and national government policy on planning, economic development, equity and environment.	Expertise in the wider shared transport industry, car clubs, car share, bike share, on demand bus & taxi services, or ultra low emission vehicles.
Leading on the development of successful programme development and funding applications.	Broad range of ways of generating revenue; business development.
Programme management skills: ability to effectively manage professional staff, develop and lead proposals, co-ordinate multiple work-streams and deliver on time, to specification and budget.	Experience of managing a charity /small organisation and generating revenue through grant and institutional funding.
Personal characteristics and values	
An advocate for sustainable and equitable mobility	
Experience of working in a dynamic, small, principles-led charity; ability to bridge principles to pragmatism.	
Ability to speak with – and build confidence with - a wide variety of types of people in a professional context such as government ministers, business leaders, local authority officers, service operators & community members.	

Essential requirements	Desirable requirements
Commitment to a culture of teamwork and collaboration.	
Commitment to diversity and ensuring employees and external stakeholders are treated fairly.	
Other aspects	
Willingness and ability to travel extensively within Scotland and occasionally UK & overseas (with possibility of some overnight stays)	
Willingness and ability to attend occasional out of hours meetings and training sessions	