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**Local Place Plan Project Administrator**

**self employed, part time, for 5 months**

**22 weeks @ 15 hours per week @ £20 per hour**

**Hours to be agreed over 3 or 4 days to suit project and individual needs**

**1 Oct 2023- 1 March 2024**

**Further work may be available from March 24 subject to funding.**

**Background**

**Nairn Improvement Community Enterprise** (NICE) was incorporated in 2010 to:

***‘promote the improvement and regeneration of the town of Nairn and its surrounding areas for the benefit of the Community and the maintenance and improvement of the physical, social and economic infrastructure of the Community , following the principles of sustainable development.’***

In 2015 NICE facilitated community consultation to develop Nairn's Town Centre Plan

In 2018 NICE worked closely with the Highland Council and Association of Nairn Businesses to set up Nairn BID(Business Improvement District) , to support town centre and tourist facing businesses.

NICE has currently 13 Directors who bring a wide range of skills and experience and ‘communities of interest’ to the table. They include the Chairs of 2 local community councils, a church minister, a retired GP, Chair of Nairnshire Farming Association, an architect, a banker, an economist, local government and IT professionals, and CEOs of several local businesses and charities

We welcome the new community led priorities of the Scottish Planning Framework and see the new Local Place Planning process, as a timely opportunity for the people of Nairnshire to articulate clearly what they want for this area in the future. 2001 was the last time a separate ‘Nairnshire Plan’ was published before our area became a small part of the Inner Moray Firth Local Development Plan.

By fully engaging the local community and businesses and working closely with Highland Council and other public sector bodies such as NHS and HIE, and the private sector, we hope to build more effective local collaboration across all sectors to achieve common goals and to attract more public funding and private investment into the Nairnshire area. Local Place Plans are statutory documents that set out agreed development priorities. Once agreed, these are more likely to be funded.

The Steering Group for Nairnshire’s Local Place Plan led by NICE and comprises the Chairs (or their delegated representatives) of four independent local community and business led bodies: NICE, Nairn River CC, Nairn West and Suburban CC and Nairn BID.

NICE, as a non profit community development trust and a charity is an independent member led body and separate from the Highland Council and other statutory public sector bodies. Our aim is to work in close collaboration on this Local Place Plan with all local stakeholders as we go forward.

Over the coming year we will bring together the views of local community groups, local people, local employers, and those with an interest in the well-being of the area and its residents, to develop a truly community led Local Place Plan, which local people can relate to and get behind to make things happen for Nairn in the future.

Once an LPP is formally approved for this area in early 2024, NICE will continue to work together with and for Nairnshire, to deliver on what local people have told us is important to them, whether that is to improve local amenities, to help the local economy thrive, to maintain our natural assets, or to preserve local heritage. Whatever our local communities decide they want to happen regarding the use of land and buildings in this area in the future, we hope to retain and enhance Nairn’s unique identity and quality of life, which make so many people want to live, work and visit this place.

**Resources for a Local Place Plan for Nairn**

For many years volunteers in Nairn community organisations such as NICE and local community councils have been working towards the opportunity to develop a community led Local Place Plan. Many hundreds of volunteer hours have been invested in research, and information gathering to prepare a ‘baseline’ for this plan and to set evidence based targets.

After a funding bid to DTAS (Development Trust Association Scotland) for a development officer was turned down in 2022, NICE have been in regular dialogue with Highland Council representatives and Highland Council’s Nairn and Cawdor Ward team and Local Development Planning team seeking ways to resource a community led LPP, with NICE ready to lead as community anchor organisation.

In June 2023 a local community council put forward £5000 to support community engagement for an LPP. We have used this funding over summer 2023 to establish our steering group, and to launch a community survey online and on paper to ‘open the conversation’ on the Local Place Planning process. Over 400 people across Nairnshire have submitted responses which we are currently analysing. We have also raised awareness of what a Local Place Planning process is about with hundreds of locals at stalls at summer events such as Nairn Games and Nairn Agricultural Show staffed by volunteers from NICE, local community councils, and business groups.

NICE submitted a successful application in July 2023 to Highland Council Community Regeneration Fund and has at last secured funding to spend between 1st October 2023 and end February 2024 to enable us to build NICE capacity to work with the local community to consult on, resource and deliver a Local Place Plan which will set out clearly what the people who live and work here want for the future development of this area.

This is an important opportunity for all who live here to be part of planning the future direction of Nairnshire communities, to help meet the challenges of the climate emergency and the rising cost of living, and to set the agenda for collaborative local action over the next ten years.

**The Job – NICE Local Place Plan Project Administrator**

We seek a part time Project Administrator for immediate start.

You will support the Local Place Plan Project Coordinator between now and next Spring, to work with the NICE led LPP Steering Group to plan, coordinate and deliver an intensive programme of community engagement across Nairnshire over autumn 2023, to inform initial drafting of the Local Place Plan and to support further community consultation to ‘fine tune’ the Plan in early 2024.

**Reports to:** Local Place Plan Coordinator and NICE Board/LPP Steering Group

**Salary:** 15 hours weekly @ £20 per hour, working on a self employed basis

**Working Hours:**The 15 hours per week will be worked flexibly to meet priority needs of the project over 3 or 4 days, normally weekdays but may include occasional evening work.

**Contract:** 5 months from 1st October to end February (Regeneration funding period)

**Start Date:** as soon after 1st October as possible.

**Notice:**  one month either way

This is a freelance appointment for a self-employed administrator. We hope to establish a fully equipped office base in the centre of Nairn, but there is also the possibility to work flexibly from home some of the time. Further work may be available from 1st March if more funding is secured.

**Key Responsibilities and Duties will include:**

* support the Local Place Plan Coordinator to schedule and organise public engagement events, and LPP development meetings with support of NICE and other local volunteers.
* assist in keeping records of Local Place Plan stakeholder meetings and other types of engagement in compliance with GDPR policy.
* maintain financial records.
* assist the coordinator and NICE Directors to compile reports to current funders, and prepare applications for further funding to support delivery of the Local Place Plan
* communicate effectively by phone, in person and online to ensure good relationships with community contacts, local organisations, and other Local Place Plan stakeholders.
* support online communications by assisting the coordinator and Steering Group to prepare and post information to webpages and other social media and on public noticeboards.
* liaise with graphic designers and other contractors on timely production and delivery of publicity materials and other event resources.
* maintain an e-filing system, including scanning, filling documents electronically.

**PERSON SPECIFICATION**

* Good communication skills both in writing and face to face.
* A willingness to listen and learn, and work flexibly to meet the demands of the job.
* Able to get work done with limited supervision.
* Team working and collaborative skills.
* Time management and organisational skills
* Analytical and numerical skills.
* Excellent admin and planning skills
* Experience of non-profit or other organisations that rely on fundraising and donations.
* Good IT skills with experience in Word, Excel and supporting social media desirable.
* Good at problem solving.
* The ability to stay calm under pressure.
* Familiarity with the Nairn and Moray Firth Area and should live in or close to the area.

Send completed applications to LPP@nicenairn.org.uk

Deadline for applications is **Thursday 6th October at 5pm**. We hope to interview the week beginning 10th October and appoint as soon as we can after that.