****

**Local Place Plan Project Coordinator**

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

**22 weeks @ 2 days per week (or equivalent) @ £160 per day**

**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 we worked closely with the Highland Council and Association of Nairn Businesses to set up Nairn BID(Business Improvement District) , which is currently focussed on supporting our 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 will be led by NICE and will comprise 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 LPP with all local stakeholders as we go forward.

Over the coming year we aim to 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 for this plan and to use available data to develop its ‘baseline’ .

After a funding bid to DTAS (Development Trust Association Scotland) for a development officer was unsuccessful 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 launch a community survey both online and on paper to ‘open the conversation’ on the Local Place Planning process with over 400 people across Nairnshire submitting responses which we are currently analysing. We have also raised awareness through stalls at summer events like 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 secured around £27,000 to spend between October 2025 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.

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

We seek a part time Project Coordinator for immediate start.

The key task between October 2023 and next Spring is to work with the NICE led Steering Group to plan, coordinate and deliver an intensive programme of community engagement over this autumn, to shape priorities for a Local Place Plan and a second round of community consultation to draft the Plan in early 2024.

The time commitment for the Project Coordinator will be two days per week over 5 months.

We will also be recruiting a part time project administrator and establishing an office base in the centre of Nairn though community consultation events will take place in a range of local venues across Nairnshire.

We hope that further work will be available for the right candidate beyond March 2024,once other funding streams are confirmed, to help us pull together and begin to deliver the final Plan.

Highland Council are also offering some funded officer time, plus professional assistance from a specialist contractor from Planning Aid Scotland to support the consultation process and pulling together the final Plan. We’d expect these two individuals to work closely with the NICE LPP project coordinator, administrator, and Local Place Plan Steering Group on this community led process.

This is an important opportunity to play a central role in planning the future direction of Nairnshire communities, to help them 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.

We hope that this Local Place Planning process will enable us to keep harnessing the energy, intelligence, resilience and creativity of Nairn communities that were so apparent in the emergency response to Covid and to forge a bright and sustainable future for this area.

The Project Coordinator will be responsible to the NICE Board of Directors.

Duties will include:

* Working with the NICE Board, the LPP steering group and local community groups and other contracted staff and volunteers to ensure compliance with the aims of the Local Place Plan
* liaising with graphic designers on timely production of publicity materials
* liaising with any other Place Plan contractors to facilitate their work, by linking them into local research and community intelligence, and introducing them to local stakeholders.
* scheduling and organising a series of public engagement events with support of NICE and other local volunteers.
* supporting NICE Directors and steering group members to arrange and record Local Place Plan stakeholder meetings and other types of engagement.
* supporting online communications by posting to webpages and other social media and liaising with others supporting LPP communications
* assisting NICE to develop appropriate policies to support best practice in public engagement.
* collating and updating information of all stakeholder organisations and community groups in Nairnshire participating in LPP activities
* working with NICE directors to develop future business plans and funding opportunities for local community partners to support delivery of the outcomes of the Place Plan

What are we looking for?

* someone with an enquiring mind who is happy to take on responsibilities and to work with minimal supervision.
* The post holder should be familiar with the Nairn and Moray Firth Area and should live in or close to the area.
* He/she should understand the challenges this area faces and have experience of community focused economic and social development.
* A knowledge of social research and monitoring and evaluation techniques is highly desirable, as would understanding of local government, third sector organisations and funding sources
* A good listener who can also express themselves clearly and concisely on paper and in speech.
* A good organiser with an ability to set and meet deadlines is important, as is an ability to work flexibly, including some evenings and occasional days at weekends.
* You should be able to drive and have your own car.
* Finally, the successful candidate will be someone who enjoys meeting people and wins their trust and cooperation.

Working hours will be the equivalent of 2 day per week paid at £160 per day to be worked flexibly from 1st October to end February (the end of current Regeneration funding period) to meet priority needs of the NICE LPP Steering Group.

Owing to the nature of the job, flexibility will be needed to account for occasional evening work for which additional hours may be claimed at £20 per hour, plus travel expenses as necessary.

The contract will be initially 5 months with starting date as soon as possible after 1st October 2023 when our funding period begins.

Notice will be one month, either way.

This is a freelance appointment for a self-employed contractor, who will be expected to work from a home base and provide their own equipment (computer, phone etc) and car; reasonable travel and other expenses will be reimbursed.

Candidates should apply online to [LPP@nicenairn.org.uk](mailto:LPP@nicenairn.org.uk) stating their experience relevant to the job description, and explain why they are interested in this work.

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.