



# transform research and communications

## Enterprise Manager

28.02.2014

### 1 Introduction

- 1.1 Transform Scotland is the national alliance for sustainable transport, bringing together organisations from the private, public and voluntary sectors. Transform Scotland's vision is for a transport system that is environmentally sustainable, socially inclusive and economically responsible.
- 1.2 Transform Scotland has been awarded funding through the Scottish Government's Enterprise Ready Fund to set up the 'transform research and communications' social enterprise. This new enterprise will offer contract-based sustainable transport consultancy services to a variety of clients.
- 1.3 We are now looking for an experienced individual to launch and manage Transform's consultancy arm.

### 2 Job Description

- 2.1 Prepare and implement launch of 'transform research and communications'.
- 2.2 Lead on the development of 'transform research and communications' marketing materials.
- 2.3 Identify and manage a pool of specialist, independent consultants (associates).
- 2.4 Identify, negotiate, attract and manage contracts from fee-paying clients within the sustainable transport sector.
- 2.5 Where appropriate, depending on skill set, contribute to delivery of contract work.
- 2.6 Implement the 'transform research and communications' marketing strategy, attend relevant events, and identify other opportunities to promote the business.
- 2.7 Ongoing monitoring and evaluation of progress against agreed targets as per the consultancy Business Plan.
- 2.8 Work in collaboration with Transform Scotland Director and other staff.

### 3 Person Specification

#### Essential

- 3.1 Proven skills in winning business, identifying appropriate business opportunities and generating income.
- 3.2 Proven skills in project management, management of contracts and verification of other consultants' work.
- 3.3 Excellent written and verbal communication skills including report writing and client liaison.
- 3.4 Attention to detail and the ability to deliver contracts on time and to budget.
- 3.5 A client-focused approach, excellent inter-personal skills and the ability to form collaborative partnerships.

- 3.6 Experience of working with consultants and delegating technical aspects of contracts to specialist consultants.

### **Desirable**

- 3.7 Experience of the sustainable transport sector.
- 3.8 Experience of social enterprise (business) development.

## **4 Summary of Hours / Salary / Contract**

- 4.1 Salary is £28,680 per annum.
- 4.2 Start date, as soon as possible.
- 4.3 The position is initially funded until March 31st 2015.
- 4.4 Continuation of employment is dependent on generating unrestricted income through paid contract work.
- 4.5 The post is for 35 hours per week, based at the Transform Scotland office, 5 Rose Street, Edinburgh.
- 4.6 There will be flexibility in terms of working from home, hours etc.
- 4.7 Some Scotland based travel may be necessary as part of the role.
- 4.8 Line managed and supported by Colin Howden, Director of Transform Scotland.

## **5 Application and Interview Process**

- 5.1 Deadline for applications is Wednesday 19th March 2014 by 17.00.
- 5.2 Please submit CV and covering letter.
- 5.3 Please e-mail applications to [emma.margrett@transformscotland.org.uk](mailto:emma.margrett@transformscotland.org.uk)
- 5.4 Interviews will take place on Tuesday 1st April 2014.
- 5.5 Applicants invited to interview will be informed by Monday 24th March 2014.

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