

**The GRAB Trust**  
**GROUP FOR RECYCLING IN ARGYLL & BUTE**

<b>Job Title: General Manager</b>		
<b>Location:</b> Oban (some flexibility with the location)	<b>Pay:</b> £26958 pa	<b>Hours:</b> 35 hours per week flexible working. 24 days annual leave plus 8 days public holidays.
<b>Reporting to:</b> Chair of GRAB Board		
<b>Qualifications:</b> Will have relevant managerial experience and a further qualification in an environmental discipline, which will enable them to have a clear understanding of the environment and embrace wider issues such as climate change. Candidates must demonstrate the ability to communicate clearly in writing and verbally. Must be computer literate.		
<b>Experience/Abilities:</b> Candidates should be able to demonstrate most of the following: <ul style="list-style-type: none"> <li>• Managerial experience within a similar organization or structure</li> <li>• Experience with Funding and development of Projects</li> <li>• Excellent communication skills</li> <li>• Excellent negotiation skills</li> <li>• Financial management</li> <li>• Good listening and evaluating skills</li> <li>• Experience of monitoring and evaluation</li> <li>• Ability to work to own initiative and to meet targets &amp; deadlines</li> <li>• Experience of initiating, influencing &amp; sustaining community based projects</li> <li>• Experience of public speaking and education activities</li> <li>• An awareness of general environmental issues, recycling, sustainability and climate change</li> </ul>		
<b>Car use:</b> Full driving licence required. Car ownership and use is essential for the post, for which a mileage allowance is payable.		

**Main Job Functions and Activities**

1. To manage and develop the day-to-day activities and programmes of the GRAB Trust including the Lorn & Oban Reuse Initiative (LORI) and the Beaches & Marine Litter Project.
2. To play a management role in ensuring Service Level Agreement (SLA) with Argyll and Bute Council is adhered to.
3. To line-manage, supervise and support all GRAB Trust Project staff.
4. To manage and maintain financial records and accounts for all GRAB Trust activities.
5. To fulfil all reporting and financial arrangements to all funding bodies, Companies House and the Office of the Scottish Charity Regulator.
6. To report to GRAB Directors on current activities and future opportunities.
7. To develop and maintain key partnerships with a range of stakeholders including Argyll & Bute Council, SEPA, Renewi and Restyle Argyll.
8. To represent GRAB at meetings, seminars and conferences as required.
9. To advise all sectors of the community on waste minimisation, reuse and recycling opportunities. This may involve talks and presentations to community groups, businesses and other interested parties.
10. Exceptional hours and weekend working as occasionally required.
11. Carry out other relevant tasks as agreed with GRAB Directors.