

## **Freelance Development Officers**

**Organisation:** Grant Lodge Trust

**Location:** Elgin (with flexibility for some remote working)

**Contract:** 6 months, freelance

**Hours:** 18 hours per week

**Fee:** £10,000 (total for contract)

**Reports to:** Grant Lodge Trust Board



**GRANT LODGE TRUST**

**grantlodgetrust@icloud.com**

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### **About Grant Lodge Trust**

Grant Lodge Trust is a community-led organisation committed to securing the future of Grant Lodge in Elgin, a landmark building of historical and cultural importance. The Trust is working with Moray Council and partners across the community to create a sustainable plan for the building's future use, ensuring it can become an asset for the community and generations to come.

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### **Role Purpose**

The Freelance Development Officer will play a key role in helping the Trust progress towards its long-term vision. This short-term post will support the Board to strengthen governance, refine strategic direction, and prepare the organisation for the next phase of project development and potential capital funding. A large part of this role will be working in partnership with Moray Council, as part of the Moray Growth Deal, and fundraising support.

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### **Key Responsibilities**

- **Business Planning:** Work with the Trust and partners to update the operational and business plan for Grant Lodge, ensuring it reflects realistic, sustainable, and fundable proposals.
- **Governance Development:** Work with the Chair, Secretary and Board of Trustees to strengthen governance structures, policies, and processes, ensuring compliance with charity and company requirements.
- **Stakeholder Engagement:** Support engagement with key partners, funders, and community stakeholders to build strong relationships that underpin future development.
- **Capacity Building:** Provide advice and practical support to increase the Trust's organisational capacity and readiness for future project stages, including fundraising for continued development support.

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Co. No: 491508



- **Reporting & Communication:** Provide regular updates and reports to the Board and contribute to communications that raise awareness of the project locally and regionally.

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## Person Specification

### Essential:

- Demonstrable experience in community development, culture and heritage, or third-sector project management.
- Proven track record of drafting and delivering robust business plans.
- Strong understanding of governance in charities and community organisations.
- Excellent communication and interpersonal skills.
- Ability to work independently, prioritise tasks, and deliver to agreed deadlines.
- Experience in developing and delivering local project media and marketing strategies.

### Desirable:

- Experience of working on capital development projects.
- Knowledge of the heritage, culture, events or community sector in Scotland.
- Familiarity with funding applications and partnership working.

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### Terms

- Freelance contract for 6 months, 18 hours per week.
- Fee: £10,000 (to cover all time and expenses).
- Flexible working arrangements, with a mix of in-person working in Elgin and other areas and remote working.
- There may be scope to extend the post as the project progresses into its next phase.

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### How To Apply

- If you are interested in applying for this opportunity, then please submit an up-to-date C.V. and covering letter outlining your relevant experience and interest in the position to:  
Sarah Nicholson, Secretary, Grant Lodge Trust  
[grantlodgetrust@icloud.com](mailto:grantlodgetrust@icloud.com)
- The deadline for applications is **6 March 2026**.
- Interviews will be held w/c **9 March 2026**.

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