

community planning manager

Council Offices, School Place

At a glance:

Hours: 35 hours (1.0 FTE)

Working Pattern: Your normal working pattern will be Monday to Friday 0900-1700.

Salary: £41,419 - £45,762, incl. DIA, pro-rata for part-time and part-year working.

Hourly Rate: £22.70 - £25.08, incl. DIA, pro-rata for part-time and part-year working.

Contact:

**Kerry Spence,
Service Manager (Community
Learning, Development &
Employability)**

kerry.spence@orkney.gov.uk

01856 873535 ext. 2425

Application deadline: 2 November 2025

Interview: w/c 10 November 2025

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

the role

As Community Planning Manager you'll be reporting to the Service Manager (Community Learning, Development & Employability) and based in School Place.

The Grade of your role is I. The salary is £38,560 – £42,903, additionally you will also receive payment of £2,859 Distant Islands Allowance. Salaries are pro-rata for part-time or part-year working.

This is £22.70 - £25.08 per hour including allowances.

This is a permanent position, working 35 hours per week.

The working pattern is Monday to Friday 0900-1700, with flexible and hybrid options available.

Your work will include facilitating and coordinating the development, implementation, and monitoring of Community Planning in Orkney. This post will drive forward the delivery priorities identified and agreed by the partnership. The Orkney Community Planning Partnership (CPP) is made up of five statutory partners: Orkney Islands Council, NHS Orkney, Police Scotland, the Scottish Fire & Rescue Service, and Highlands & Islands Enterprise with other organisations involved from across Orkney. The partnership's vision for Orkney's long-term future is set out in the Orkney Community Plan, incorporating Orkney's Local Outcomes Improvement Plan (LOIP).

Applications close on 2 November 2025, with shortlisting taking place from 3 November 2025. Interviews are scheduled for 10 November 2025.

For more information, contact Kerry Spence at kerry.spence@orkney.gov.uk or on 01856 873535 ext. 2425.

benefits and support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)

Local Government Pension Scheme

Maternity, Paternity and Sick Pay

Comprehensive induction process

Supported to work and earn whilst achieving qualification

Employee Assistance Programme

main duties and responsibilities

Facilitate the development, implementation, and monitoring of the Orkney Community Plan and Local Outcomes Improvement Plan (LOIP) in collaboration with partner organisations.

Support the Chairs of the Partnership Board, Executive Group and Delivery Groups to ensure that effective governance and decision-making is in place.

Liaise with staff from partner agencies who contribute to and provide support to the Delivery Groups.

In liaison with community planning partners, ensure governance, planning and delivery is regularly reviewed and updated.

Provide required support to the partnership and associated groups including report writing, research, briefings and consultation responses.

Facilitate effective communication, consultation, and engagement with community planning partners, stakeholders, and the wider community.

Maintain the Partnership's website and digital platforms, ensuring transparency and accessibility of information.

Manage, monitor and report on the Partnership's performance, to the Orkney Partnership Board, community planning stakeholders and the wider public.

Represent The Orkney Partnership at a local and national level.

Management responsibility for the Orkney Partnership's budget.

responsibilities for all

Embody the Council Values of People, Unity, Trust, Ownership and Creativity	Participate in team meetings, 1 to 1's, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required support the Council's emergency response

skills and requirements

must have

Experience of working collaboratively in partnership with internal and external organisations.

Experience working in the public or third sector

Experience of writing detailed reports.

Experience of undertaking research and analysis and presenting in a format that is easily understood.

Experience of facilitation, community engagement, or chairing discussions or workshops.

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship.

OR

Having a minimum of 5 years previous relevant experience, as detailed in the experience section of this person specification.

requirements of the role

Shift work: no	Disclosure/PVG: Level 1
Weekend Work: no	Convictions to Declare: Current
Night Work: no	Politically Restricted Post: yes
Sleep In Working: no	Work additional hours: yes
Standby Working: no	Sponsorship: no

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