Transition Manager (DACIC)**
Hours: 22 hours per week
Salary: £21,736 (£36,556 pro rata)
Contract: 3 years fixed term
Reports to: DACIC Board of Directors
Location: The Dornoch Hub

1. Role Purpose
DACIC has evolved significantly since its creation. Originally focused on the improvement of Dornoch through business and tourism development, the organisation has transitioned into a community asset manager responsible for buildings, services, events, and wider community-led developments.

The Transition Manager will guide DACIC through its next chapter, strengthening governance, improving operations, supporting community assets, and preparing the organisation for future developments and the growth of community services.

This role ensures DACIC is strong, compliant, sustainable, and ready for expanded responsibilities as new developments progress over the coming years.

2. Key Responsibilities

A. Strategic Transition & Organisational Development
- Lead DACIC through a structured organisational transition aligned with revised Articles of Association.
- Develop and implement a 12–36 month organisational readiness plan.
- Strengthen governance, policies, systems and operational processes.
- Support the Board with strategic planning, risk management and priority-setting.
- Prepare DACIC for future staffing expansion and operational changes as new developments progress.

B. Community Asset & Service Management
Oversee day-to-day operation of DACIC's core community assets and services, including:
- The Dornoch Hub
- Community Transport Service
- Outdoor sports facilities
- Community markets and events
- Improve operational systems including bookings, user experience, data collection and reporting.
- Support volunteer recruitment, induction, training and coordination.

C. Staff Line Management
- Provide direct line management to the Community Engagement Officer.
- Provide direct line management to the Hub Assistant.
- Plan workloads, set priorities and ensure clear communication across the team.
- Conduct regular 1:1 supervision and annual reviews.
- Support staff wellbeing, development and performance during the transition period.

D. Funding, Reporting & Compliance

- Assist the Board in developing funding applications and identifying income opportunities.
- Monitor budgets for DACIC's core services and activities.
- Produce operational reports for the Board, stakeholders and funders.
- Ensure compliance with DACIC policies, CIC regulations and good governance practice.

E. Communications & Community Engagement

- Ensure the team are aligned on key messages and engagement priorities.
- Represent DACIC professionally at meetings, community events and working groups.

3. Person Specification

Essential Experience

- Experience in community development, service delivery, asset management or similar roles.
- Experience supervising staff and/or volunteers.
- Strong organisational, administrative and planning skills.
- Ability to work effectively with partners, stakeholders and community groups.
- Able to manage multiple priorities in a small but developing organisation.

Desirable Experience

- Experience in community facility management or community services.
- Understanding of CIC, SCIO or community-led governance.
- Experience supporting funding bids or preparing reports to funders.
- Knowledge of rural and community dynamics in the Highlands.

Skills & Behaviours

- Proactive and solution-focused, with the ability to work independently.
- Strong written and verbal communication skills.
- Flexible, resilient and confident working with staff, volunteers and members of the public.
- Commitment to inclusive, community-led development.

4. Key Outputs for the Transition Period (2026–2027)

- Updated governance structures, policies and operational systems aligned to revised Articles.
- Improved Hub operations, community transport processes and service delivery.
- Effective leadership and support for the Community Engagement Officer and Hub Assistant.
- Strengthened volunteer processes and engagement.
- Enhanced organisational readiness for future developments.
- Increased operational stability and professionalism across DACIC's services.

5. Additional Information

- Training and professional development are supported.

- Mileage and agreed expenses reimbursed.
- Flexible working arrangements available.