

JOB DESCRIPTION

Title of Job:	Innovation Assistant
Location:	Invergordon
Number of Jobholders:	One
Title of Line Manager:	Head of Innovation
Responsible for:	n/a

Purpose and Scope

To support Albyn Group's mission by assisting in the development and promotion of sustainable social housing initiatives that generate income and benefit the community. Under the mentorship of the Head of Innovation, you will aid in project management, support new venture development, assist with funding applications, support the design of new delivery structures, help ensure compliance frameworks are in place, and assist in building partnerships with local organisations. You will play a crucial role in supporting project effectiveness through financial tracking, clear communication, and collaboration, contributing to Albyn's commitment to innovation, community growth, safety, and equality from a tenant led perspective.

Job Outline: Responsibilities and Tasks

MAJOR TASKS

- To support the Head of Innovation in developing and delivering innovative business initiatives and structures that contribute to the sustainable income stream for the Albyn Group.
- To assist the co-ordination of existing Albyn Group initiatives supporting their successful delivery and providing support on specific tasks within projects as defined by the Head of Innovation.
- To assist with identifying and applying for funding for start-up and development activities and support income and expenditure tracking to contribute to the financial viability of approved projects.
- To help initiate and maintain partnerships with external bodies, academia, and communities to access development opportunities for new business activities, in line with agreed priorities. This includes supporting work with universities and research establishments.
- To assist in supporting and enhancing the FitHome technology already in development through collaborative input into it's continuing development.

- To participate in various events/activities in order to promote and improve the Group's business development.
- To contribute to the formulation and updating of strategies in order to ensure the continued growth and success of the Albyn Group.
- To carry out any other tasks that support and contribute to business growth within the Albyn Group.

Job Outline: Responsibilities and Tasks

MAIN ACTIVITIES

- **To support the Head of Innovation in developing and delivering innovative business initiatives and structures that contribute to the sustainable income stream for the Albyn Group.**
 - To assist the Head of Innovation in the preparation and monitoring of the financial planning for individual projects.
 - To help identify and explore new initiatives.
 - To take part in events and activities that promote and enhance the Group's business development
- **To assist the co-ordination of existing Albyn Group initiatives supporting their successful delivery and providing support on specific tasks within projects as defined by the Head of Innovation.**
 - To check all project invoices and fee claims and initiate the processing thereof.
 - To attend project meetings, assisting with reporting, monitoring, and managing progress as necessary.
 - To help manage peak time pressures due to funding cycles and deadlines.
 - To work with a wide range of organisations, consultants, staff, tenants, residents, and community groups.
 - To be flexible and responsive to changing priorities and funding considerations.
- **To assist with identifying and applying for funding for start-up and development activities and support income and expenditure tracking to contribute to the financial viability of approved projects.**
 - To help prepare and submit grant funding applications.
 - To identify and work with appropriate partners
 - To assess the financial viability of social business initiatives with guidance.

- To monitor income and expenditure relating to Community & Business Initiatives.
- To assist in ensuring project budgets are carefully monitored and controlled, taking action to mitigate any cost overruns
- To help anticipate accurate project monthly cash flow for submission to Scottish Government and other external funders.
- To identify new delivery structures

- **To help initiate and maintain partnerships with external bodies, academia, and communities to access development opportunities for new business activities, in line with agreed priorities. This includes supporting work with universities and research establishments.**
 - To assist in liaising and negotiating with Scottish Government, external funders, local authority departments, academia, community groups, consultants, and tenant groups during all stages of project development.
 - To liaise with local community groups when developing and sustaining initiatives in order to promote the Group's business activity.
 - Identify and participate in external events, conferences, and task groups relating to new and existing business activities.

- **To assist in supporting and enhancing the FitHome technology already in development through collaborative input into it's continuing development.**
 - To support internal communication efforts.
 - To act as first point of contact within Albyn.
 - To help promote business activities within the Group.
 - To provide administrative and project tracking support for FitHome development activities.
 - To coordinate communication and documentation for FitHome-related updates.
 - To support FitHome project team meetings, ensuring smooth information flow and collaboration.

- **To participate in various events/activities in order to promote and improve the Group's business development.**
 - To assist in event planning, logistics, and setup for Albyn Group business development activities.
 - To represent the Group at selected events under guidance from the Head of Innovation.

- **To contribute to the formulation and updating of strategies in order to ensure the continued growth and success of the Group.**
 - To help assess and manage risks associated with projects and activities.
 - To assist in gathering information for strategic reviews and updates.
 - To help track progress of key strategic initiatives and compile status reports for the Head of Innovation.

- **To carry out any other tasks that support and contribute to business growth within the Albyn group.**
 - To provide general administrative support for various business growth initiatives as needed.
 - To assist with special projects or ad-hoc tasks as requested by the Head of Innovation.

- **Health & Safety**
 - Comply with safe working practices as defined by Albyn Group
 - Complete online training as and when required.
 - Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.

- **General**
 - Be aware of and adhere to Albyn Group policies at all times.
 - Consistently demonstrate and role model Albyn's values of being caring, professional and adaptable at all times.
 - Take part in progress/performance reviews throughout the year.
 - Cooperate with other Albyn Group departments.
 - Attend training courses and complete online training modules as required to meet the requirements of the post.
 - Take responsibility for own personal development, seeking out opportunities to learn new skills.
 - Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role.

- **Other**
 - Apply the Albyn Group values and behaviours to every aspect of the role at all times.
 - Promote and maintain the standards of Albyn Group
 - A requirement to maintain confidentiality at all times.

PERSON SPECIFICATION

Essential: Education & Training	<ul style="list-style-type: none"> • Degree level qualification in a relevant discipline. • Project management training and experience.
Essential: Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, with a high level of English proficiency. • Ability to build and maintain relationships with diverse stakeholders, including community groups and external partners. • Demonstrated ability to research and evaluate project options. • Resilient and persuasive nature, with a capacity to work collaboratively. • Proficient in Microsoft Office Suite (Word, PowerPoint, Excel, SharePoint) and comfortable with online research. • General understanding of IoT potential.
Essential: Experience	<ul style="list-style-type: none"> • Experience working face-to-face with customers or community members, demonstrating strong service skills. • Exposure to event planning, including helping with setup and logistical support. • Prior experience in supporting projects, including assisting with documentation and monitoring progress. • Experience in completing applications for grants and funding opportunities.
Essential: Knowledge	<ul style="list-style-type: none"> • General understanding of social housing principles and practices. • Ability to work effectively with guidance and support team-led initiatives. • Ability to support project management and contribute to team initiatives.
Essential: Other Qualities	<ul style="list-style-type: none"> • Willingness to travel for site visits and work outside standard office hours, as required by the line manager and needs of the business. • Proactive in seeking opportunities for personal and professional development.

	<ul style="list-style-type: none"> • Ethically aligned to the principles of social housing and social business. • Creative mindset with the ability to contribute innovative ideas. • Self-motivated with an enquiring mind. • Demonstrates emotional intelligence and adaptability in response to changing circumstances. • Thrives on change and innovation. • Ability to deliver outcomes as well as manage projects.
Desirable	<ul style="list-style-type: none"> • Track record of successful grant applications. • Experience in assisting with budget preparation and financial reporting. • Experience of supporting fundraising activities. • Experience of report writing. • Some experience of coding.