

Job Description

Job title: Inclusive Ownership Partnership Coordinator

Hours: 28 hours per week (0.8 FTE)

Salary: £33,067.50 FTE (£26,454 pro rata)

Contract length: Fixed term until 31 March 2031

Location: Hybrid – home/office. Anywhere in Scotland, but regular attendance at meetings and events in the Central Belt will be needed.

Reporting to: Inclusive Ownership Manager

Information about how to apply

Please complete our online application process by 17:00 on 28 July 2026.

If you have any questions about the role or the application process, please email Heather Yearwood, Inclusive Ownership Manager, Community Land Scotland - heather@communityland.scot.

Applicants will be informed whether they have been shortlisted for interview by 5 August 2026. Interviews will be held on 12 August 2026. It is unlikely we will be able to offer alternative interview dates.

Introduction

Community Land Scotland is recruiting a Partnership Coordinator for the Inclusive Ownership project.

Inclusive Ownership is a new five-year UK-wide partnership funded by The National Lottery Community Fund. The project brings together Community Land Scotland, CLES (Centre for Local Economies), The Ubele Initiative, Shared Assets, Coalfields Regeneration Trust and Cwmpas to support more communities to take ownership of land and buildings.

The project focuses on urban and post-industrial communities and aims to make community ownership more accessible, particularly for communities facing higher levels of deprivation and Black and Minoritised communities. Through direct community support, policy development, learning and partnership working, the project will help communities develop sustainable, income-generating assets and contribute to community wealth building and local economic resilience.

About Community Land Scotland

Community Land Scotland was established in 2010 to provide a collective national voice for community landowners in Scotland. We have over 140 member organisations across Scotland, ranging from large crofting estates in the Outer Hebrides to inner-city community hubs. Collectively, members own and manage over 550,000 acres of land and a wide range of buildings in rural and urban areas.

Community Land Scotland is a small organisation with a big impact. It works to:

- Be a collective voice for community owners.
- Encourage more community ownership of land and buildings.

- Facilitate mutual support and knowledge exchange between community landowners.
- Collaborate with other organisations to ensure community landowners get the support they need.

Community ownership has shaped Scottish land reform and played a key role in the Community Empowerment (Scotland) Act 2015. Today, hundreds of community organisations own and manage land and buildings throughout Scotland, delivering social, economic and environmental benefits for their communities.

Further information about Community Land Scotland and community ownership can be found at:
www.communitylandscotland.org.uk

About the Inclusive Ownership Project

Inclusive Ownership is a UK-wide partnership funded by The National Lottery Community Fund. Working across Scotland, England and Wales, the project aims to increase access to community ownership and develop new approaches to community wealth building and local economic development.

The project will support communities to explore ownership of land and buildings, strengthen community organisations, develop sustainable economic models and gather evidence to influence policy and practice.

A key focus of the project is ensuring that communities who have historically been underrepresented in community ownership – including communities facing higher levels of deprivation and Black and Minoritised communities – have access to support, resources and opportunities.

The project combines direct delivery, policy development, learning and partnership working to create lasting change and increase the impact of community ownership across the UK.

About the Role

The Partnership Coordinator will play a central role in the successful delivery of the Inclusive Ownership project, supporting collaboration between partners across Scotland, Wales and England.

Working closely with the Inclusive Ownership Manager, the postholder will help coordinate project activity, maintain strong communication between partners and ensure the project operates effectively. The role will support governance, learning, monitoring and evaluation, partnership communications and stakeholder engagement.

The Partnership Coordinator will help ensure learning is shared across the partnership, support the delivery of the Partnership Board and Advisory Board, and contribute to developing a collaborative and inclusive approach to project delivery.

This role is ideally suited to someone who enjoys bringing people together, building strong relationships and creating the systems and processes that enable partnerships to succeed.

As a key member of the Inclusive Ownership team, the Partnership Coordinator will support the project's aim of making community ownership more accessible to communities that have traditionally faced barriers to ownership, including communities experiencing higher levels of deprivation and Black and Minoritised communities.

Job Purpose

To support effective partnership working, coordination and learning across the Inclusive Ownership Project, a multi-partner programme operating across Scotland, Wales and England. The Partnership Coordinator will ensure strong communication, collaboration and information flow between partners, support delivery, monitor progress and help ensure the project operates effectively. The role sits within the Community Land Scotland team and works closely with the Project Manager and partners.

Tasks/Responsibilities	
Partnership Coordination and Relationships	• Develop and maintain collaborative relationships across all partners • Support effective communication and alignment, this includes organising meetings, trips, study visits etc • Work closely with Project Manager and CLS team
Governance and Partnership Support	• Support Partnership Board and Advisory Board activity • Lead recruitment and onboarding of Advisory Board • Support monitoring of partner delivery and flag risks
Project Coordination and Delivery Support	• Track progress against milestones and outputs. • Support day-to-day coordination across partners. • Assist in resolving delivery challenges.
Support Framework Coordination	• Coordinate Support Framework and Exemplar Support Framework. • Track commissioned support and activity. • Ensure consistent use across partners.
Monitoring, Evaluation and Data Systems	• Support M&E systems. • Ensure consistent data collection and reporting. • Maintain systems for sharing data and documents. • Work with Centre for Local Economies to deliver project-wide M&E.
Learning and Knowledge Sharing	• Organise and support cross-nation learning activities. • Facilitate and organise knowledge sharing between partners. • Support the production of learning outputs and resources.
Policy Coordination Support	• Work with Policy Officer to support flow of policy information across partners. • Assist policy coordination and learning.
Stakeholder Engagement and Communication	• Support funder updates and reporting • Coordinate communications with stakeholders, including social media, blogs, videos and other media outputs • Work with CLS Comms colleagues to build relationships with the media and identify appropriate stories for media coverage. • Represent partnership where appropriate
Inclusion and Accessibility	• Support inclusive partnership working. • Assist engagement with underrepresented communities. • Promote equitable access.
Other	• Travel across UK required. • Occasional work during evenings/weekends. • Any other duties as required.

Person Specification

Key criteria	Essential	Desirable
Experience	• Experience of project coordination or project management. • Experience of supporting complex or multi-partner projects. • Experience of managing complex stakeholder relationships. • Experience of working with community organisations or within the community sector. • Experience of coordinating meetings, events or partnership activity. • Strong IT skills, including experience of using digital systems for communication, data sharing or reporting.	• Experience of coordinating partnerships or collaborative projects across multiple organisations. • Experience of monitoring and evaluation, data collection or reporting processes. • Experience of organising cross-organisation learning activities such as workshops, events or study visits. • Understanding of issues facing racially minoritised and/or structurally excluded communities in the UK. • Awareness of community ownership, community development and/or community wealth building approaches.
Personal Qualities	• Strong written and verbal communication skills. • Strong organisational skills and ability to manage multiple priorities. • Ability to analyse complex information and produce clear outputs. • Self-motivated and able to work remotely. • Ability to work independently and as part of a team. • Ability to work flexibly and under pressure. • Cultural sensitivity and a commitment to equity, diversity and inclusion. • Able to promote a working culture in-line with Community Land Scotland's values: Advocate, Bold, Creative, Inclusive, Trust and Resilience.	• Interest in leadership and management. • An understanding of how power is created and used in modern democracies and why who owns local land and key economic assets is important in these power relationships. • An enthusiasm and understanding of the principles of community- led development. • A full clean driving licence.

Job Circumstances	• This job requires travel and attendance at various meetings, which may occur during evenings or weekends.	
----------------------	---	--