

TRADE AND INVESTMENT MANAGER

Overview

Job Title: Trade and Investment Manager

Reports to: Chief Executive Officer (Forth Green Freeport)

Term: Permanent but open to considering secondments.

Salary: £55,000 - £65,000, dependent on experience.

Role:

You will play a key role attracting domestic and international businesses to invest and operate Forth Green Freeport.

Working closely with government agencies, industry partners, and investors, you will drive inward investment, facilitate trade opportunities, and promote the Forth Green Freeport as a premier business destination.

As a senior member of the small team within the Forth Green Freeport Operating Company, you will have considerable autonomy to act independently and influence the direction of FGF.

Forth Green Freeport:

Forth Green Freeport (FGF) was announced as a successful Green Freeport bid by the Scottish and UK Governments in August 2023. We are now one of Scotland's two Green Freeports, centred around the industrial heartland of the Forth Estuary.

The heart of FGF's activities is maximising the potential of our transition to net zero across the Green Freeport sites of Grangemouth, Rosyth, Leith and Burntisland.

Each site represents a significant opportunity for the Scottish economy, by attracting significant inward investment, building international trade and export capability, and creating high quality and well-paid jobs. New technology backed skills development will address areas of acute deprivation within our communities.

Our partners include Babcock, CalaChem, Edinburgh Airport, Falkirk Council, Fife Council, Forth Ports, INEOS, Royal Navy, Scarborough Muir Group and The City of Edinburgh Council. All will play an integral part in the development and the delivery of your work on trade and investment, alongside our wider stakeholders.

Responsibilities and Accountabilities

1) Investment Strategy

- Develop and implement a strategy for attracting inward investment from priority sectors into Forth Green Freeport's sites.

- Build and maintain a prospectus for potential investors, articulating the benefits across each site for our target sectors.
- Work with partners locally, across Scotland and the UK, to attract and secure trade and investment for business operating within FGF sites.
- Identify opportunities for investment in FGF sites across our priority sectors – offshore wind, chemical production, alternative fuels, modular manufacturing, logistics and warehousing, shipbuilding and repair, and creative industries.
- Appraise and assess the viability and investment returns of proposed projects and investment across the FGF sites, and report assessments to the FGF Board and relevant sub-committees.
- Identify and appraise proposed projects designed to support delivery of FGF strategic objectives, funded by both FGF resources and external funding bodies.
- Raise FGF's profile and attractiveness to potential investors by representing FGF and our partners at trade exhibitions and other forums.

2) Programme Management

- Plan, lead, deliver and monitor the impact of FGF projects, ensuring adherence to timelines, budgets and best practice quality standards.
- Collaborate with FGF's other managers and external stakeholders to secure alignment FGF's objectives for trade and investment, skills and fair work, innovation and net zero.
- Provide regular reports on programme delivery against agreed delivery timescales, milestone and benefits, to FGF governance forums, key partners and wider external stakeholders.

3) Partnership Working

- Build strong collaborative, trusted relationships with FGF landholders, businesses, local authorities, Scottish and UK government partners to facilitate investment opportunities.
- Negotiate investment agreements, joint ventures and other forms of partnership arrangements to support project financing and implementation.
- Collaborate with local communities, stakeholders and each of FGF sub-committees to ensure trade and investment projects align with FGF's sustainable and fair work ambitions.

- Work with other FGF staff and across governance forums to ensure FGF's offer to investors incorporates the FGF approach to net zero, skills and fair work and innovation.

Person Specification

Education

- Qualification in Business, Finance, Economics or related field.
- Relevant professional certificates preferred but not essential.

Experience and Skills

- Proven experience managing inward investment, preferably in infrastructure, manufacturing, renewable energy or chemical production.
- Strong financial analytical skills, with experience evaluating investment opportunities, in financial modelling and assessing risk-return profiles.
- Management of conflicting priorities and deadlines, balancing the interests of multiple stakeholders, working under pressure.
- Strong communication and negotiation skills, with the ability to build, maintain and leverage influence through diverse stakeholder relationships.
- Knowledge of investment practices, trade, financing mechanisms and regulatory framework related public and private investment.
- Accurately represent and communicate the organisation's position to external audiences.
- Maintain knowledge of legislation, regulation and best practice related to your areas of responsibility and identify the impact changes on FGF.
- Experience in public-private partnerships and stakeholder engagement is desired but not essential.
- Proficiency in Microsoft Office Suite,
- A drivers' license and access to own transport is preferred.