Job Description

JOB DETAILS			
Position Title:	Head of Investment & Growth		
Reports to Position:	Managing Director		
Function:	Investment & Growth		
Location:	Inverness / hybrid, with travel across the Green Freeport area		
Revision number:	1	**Revision date:**	21/09/2026

OUR ORGANISATION

Inverness and Cromarty Firth Green Freeport (ICFGF) is one of Scotland's two new Green Freeports. The Green Freeport includes some of the country's best sheltered deepwater ports and is already attracting international inward investment interest. Green Freeport status will maximise local and UK-wide benefits from a pipeline of green energy related projects focused mainly on offshore wind and hydrogen projects which will place the Highlands at the heart of the UK's energy transition ambitions.

The Board of ICFGF consists of mix of public and private organisations who aim to bring long term economic prosperity, well paid jobs and social benefits to the region. We are a company limited by guarantee which is non-profit distributing, any surplus is retained and used for future operations. We work hand in hand with the UK and Scottish Governments, and with Highland Council who act as "accountable body" for the ICFGF to oversee proper governance and financial management.

We are proud to be an Equal Opportunities Employer, we value integrity, inclusion, and equality. ICFGF is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

JOB OBJECTIVE

Lead ICFGF's investment, development and growth activity, translating Green Freeport status into inward investment, business growth, infrastructure delivery, job creation and long-term regional economic benefit.

Working closely with the Managing Director, landowners and public-sector partners, the postholder will lead the end-to-end investment proposition across the Green Freeport, support delivery of the tax sites and oversee key public investment programmes including Seed Capital and retained Non-Domestic Rates (rNDR).

THE ROLE

The Head of Investment & Growth will lead the Inverness and Cromarty Firth Green Freeport's investment and development agenda, translating Green Freeport status into inward investment, business growth, infrastructure delivery, job creation and wider regional benefit.

Working closely with the Managing Director, tax site landowners, Highland Council and public and private sector partners, the postholder will lead the development and delivery of the Green Freeport's investment proposition, supporting investors and developers from initial engagement through to project delivery.

The role will provide strategic leadership for tax site development and public investment programmes, including the Seed Capital Fund and retained Non-Domestic Rates (rNDR), ensuring investment activity delivers sustainable economic growth, value for money and long-term regional benefit.

As a senior representative of ICFGF and a member of the senior management team, the postholder will build strong stakeholder relationships, help overcome barriers to development, contribute to organisational planning and decision-making, and ensure activities are delivered in line with governance, financial and regulatory requirements. The successful candidate will combine commercial acumen, strategic thinking and a strong focus on delivery to help achieve the Green Freeport's vision for regional prosperity and energy transition.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Lead the development and delivery of ICFGF's investment pipeline, supporting opportunities from initial enquiry through to investment, site occupation and project implementation.
- Develop and promote compelling investment propositions for the Green Freeport and its tax sites, showcasing regional strengths, infrastructure, workforce capability and fiscal incentives.
- Act as the lead coordinator for investors, developers and commercial partners, ensuring an effective investment journey and strong stakeholder relationships.
- Maintain oversight of priority investment opportunities, identifying risks, barriers and delivery issues and escalating these appropriately to the Managing Director and Board.
- Lead engagement with tax site landowners, developers and occupiers, overseeing Tax Site Delivery Agreements and supporting site development and occupancy.
- Work with planning authorities, infrastructure providers and delivery partners to identify and help resolve barriers to development.
- Lead the delivery and monitoring of the Green Freeport's Seed Capital Programme and retained Non-Domestic Rates (rNDR) investment programmes, ensuring alignment with strategic priorities and value-for-money principles.
- Monitor programme performance, expenditure, risks, dependencies and benefits, providing clear reporting and recommendations to senior stakeholders.
- Manage external consultants, technical specialists and professional advisers supporting investment and development activity.
- Lead trade, investment promotion and supply-chain development activity in collaboration with government agencies and industry partners.
- Provide market intelligence, investor insights and commercial analysis to inform strategic decision-making and economic development priorities.
- Work collaboratively with colleagues and partners to support workforce development, innovation, sustainability and inclusive growth objectives.
- Prepare high-quality reports, business cases, Board papers and presentations to support governance and decision-making.
- Contribute to corporate planning, budgeting, risk management and organisational priorities as a member of the senior management team.
- Ensure all activities are delivered in accordance with governance, procurement and financial management requirements, while representing ICFGF externally and upholding the highest standards of integrity, accountability and professional conduct.

LOCATION AND REMUNERATION

The post will be based in Inverness with hybrid working arrangements and regular travel across the Green Freeport area as required.

The successful candidate will receive a salary of **£68,000 per annum**, together with a competitive benefits package.

PERSON SPECIFICATION

Experience

Essential

- Significant experience in inward investment, economic development, major project development, infrastructure, commercial development, or a closely related field.
- Experience of progressing complex projects or investment opportunities involving multiple public and private stakeholders.
- Experience of developing business cases, investment propositions, funding programmes, or comparable decision-making material.
- Strong track record of senior stakeholder engagement and relationship management.
- Experience of programme, project or budget management with clear accountability for delivery.

Desirable

- Experience of public funding, Green Book business cases, subsidy control, or public-sector investment governance.

Knowledge and Skills

Essential

- Strong commercial and economic development judgement with the ability to understand investor needs and development constraints.
- Ability to analyse complex information, identify practical routes forward, and make clear recommendations.
- Excellent written and verbal communication, including Board-level reporting and external representation.
- Strong planning, prioritisation, and project management skills.
- Ability to work collaboratively across organisational boundaries and influence without direct authority.

Desirable

- Knowledge of Green Freeports, Freeports, or comparable place-based economic development programmes.
- Knowledge of the energy, offshore wind, manufacturing, ports, life sciences, or marine sectors.
- Understanding of planning, consenting, infrastructure delivery, and commercial property development.

Personal Qualities

- Commercially minded, delivery focused, and comfortable operating in an evolving environment.
- Credible and confident with senior investors, partners, and public bodies.
- Collaborative, pragmatic, and able to balance pace with appropriate governance.
- High standards of integrity, judgement, and accountability.

Desirable

- A clear passion for energy transition and its role in driving regional economic development and social impact.

OTHER CIRCUMSTANCES

Willingness and ability to travel regularly across the Green Freeport area and represent the organisation effectively at senior-level meetings with investors, partners and stakeholders.

*This job description is not exclusive and at times you may be required to perform other duties out with this description as required.