

## **Community Links Scotland Job Description**

<b>Title:</b>	<b>Project Officer</b>
<b>Salary:</b>	£24,454 - £27,177 (pro rata if applicable)
<b>Hours:</b>	28-35 hours per week. Contracted hours can be flexible
<b>Accountable to:</b>	In the first instance to the Director and subsequently the Management Board of Community Links Scotland

### **1) Administration**

The postholder will be employed by Community Links Scotland Management Board and will be based at its premises at 63 Kilbowie Road, Clydebank. It is also anticipated that the postholder may on occasion work from client offices and their own home. Contracted hours can be flexible, 28-35 hrs per week, by negotiation.

The post holder will be expected to support the delivery of Community Links Scotland's work with Clients. This includes Housing Associations, Community Development Trusts and Voluntary Organisations. Our core work includes supporting the development and delivery of wider role projects for Housing Associations across the West of Scotland, preparing Funding Bids, Community Action Plans, Feasibility Studies, Options Appraisals and Business Plans for a wide range of community regeneration projects.

In addition, the post holder will support our Carbon Conversation Project Coordinator to deliver our Climate Challenge Fund (CCF) project.

Hours of work are Monday to Friday 9.00am to 5.00 pm, flexible working hours will be agreed by arrangement.

The postholder will access 15 public holidays and 25 personal holidays (pro rata, if applicable).

Community Links Scotland will make provision for a pension for the postholder.

### **2) Job Purpose**

- A. To work with Community Links Scotland's Director and Project Manager, to support the development and delivery individual community regeneration projects and programmes. Projects will range from employability, training and financial inclusion to community asset development, community growing, arts initiatives and more

- B. To support the Project Coordinator to deliver our Carbon Conversations Project and to promote and support the development and delivery of community environmental and carbon reduction activities, creating and facilitating opportunities for local people and organisations to play a central part in environmental, social and economic regeneration within Clydebank and Faifley.

### **3) Main Areas of Responsibility**

- In conjunction with Community Links Scotland's Director and Project Manager, provide support to individual community development projects and programmes. This will involve community consultation, research, funding identification, development and submission, project development and evaluation/monitoring.
- Contribute to individual client and Community Links Scotland policy/strategic documents including Business Plans, Feasibility Studies, Options Studies, and Community Action Plans.
- Collation of statistical information with relation to local and national policies, SIMD, SAPE, Census information, community health profiles.
- Contribute to and promote best practice on behalf of respective clients and Community Links Scotland.
- Work in efficient and effective co-ordination and co-operation with colleagues in individual member organisations and Community Links Scotland.
- Establish and maintain ongoing links with member organisations, existing and new community groups.
- Through our Carbon Conversations project, support people and communities to reduce their carbon emissions through involvement with a range of carbon reduction activities and services. Project elements to support include home energy advice, waste reduction, repair and reuse, and carbon literacy.
- Alongside the (Carbon Conversations) Project Coordinator, facilitate a variety of in-community workshops including introductory taster sessions offering a broad overview of project activities, and more in-depth workshop programmes designed to increase skills across a variety of specific activities e.g. clothing repair, upcycling, low carbon food.
- Support the (Carbon Conversations) Project Coordinator to develop project 'eco-guides' to be distributed in communities offering a range of carbon focussed tips which will enable community members to learn about easily implemented lifestyle and behaviour changes which reduce their carbon emissions.
- Design and use monitoring and evaluation tools (inc. activity tracker and project surveys) to record progress made against all project indicators

### **4) Accountability**

- The Project Officer will be directly responsible to the Director of Community Links Scotland, and thereafter, the Management Board.

#### **5) Administration**

- To support the development of reports on progress against defined funders targets to Community Links Scotland's Management Board
- To provide all relevant information to Community Links Scotland's Project Manager for the financial management of projects
- Record monitoring and evaluation indicators to track the Carbon Conversations progress against outcomes
- To support the (Carbon Conversations) Project Coordinator with the production of online information resources for all project participants with input from project delivery partners
- Attend meetings, conferences, seminars, giving presentations, facilitating workshops as required.
- Undertake such training programmes as deemed appropriate to Community Links Scotland and personal development.
- Work in efficient and effective co-ordination and co-operation with colleagues in client organisations and Community Links Scotland and support the principles of equal opportunities.

#### **6) Carbon Conversations – Project Promotion**

- In conjunction with project partners, prepare promotional material and distribute across project communities, and on social media.
- Regularly update the local community, user and community groups with upcoming events/workshops

#### **7) Safeguarding Vulnerable People/Adults at Risk**

- To ensure that all aspects of Community Links Scotland's Safeguarding Vulnerable Adults and Children Policy are adhered to.

#### **8) Health and Safety**

- Ensure compliance with Community Links Scotland's Health and Safety Policy
- Ensuring regular equipment maintenance assessments with project partners and address issues in a timely manner.
- Carrying out risk assessment prior to every event/workshop to minimise risk of injury

## Person Specification

	Essential	Desirable
Educated to degree level or equivalent.		x
At least 2 years' experience of work with a range of community and voluntary organisations and groups.	x	
Commitment to community development and partnership working.	x	
Experience of working on funded projects	x	
Track record in community funding procurement.		x
Experience of reporting to funders		x
Knowledge of climate change and the impact this has on communities	x	
Ability to manage a workload consisting of a range of community and voluntary organisations and groups.	x	
Ability to work unsupervised and part of a team	x	
Excellent written and oral communication skills.	x	
Excellent organisation and administration skills.	x	
Ability to work under pressure with minimum supervision and adapt to new situations.	x	
Ability to be responsive, flexible and to develop new initiatives.	x	
Ability to work on a number of projects simultaneously.	x	
Support for the principles of equal opportunities.	x	
Ability to work evenings and occasional weekends on a flexible basis.	x	
Good Information technology skills.	x	
Full driving licence and access to a motor vehicle.	x	