**JOB DESCRIPTION**

**Job Title: Business Growth Officer**

**Responsible to: General Manager**

**Job Summary: The post holder will play a front-line role in developing the Company.**

**Person Specification**

BCDC have a 10-year Development Plan designed to provide additional community services and to ensure sustainable operations.

They have a vacancy for an Organisation Planner having experience in identifying opportunities in land, property and social enterprise. The successful applicant should be a self-starter with a track record in start to end development. A knowledge of business management and business procedures is desired together with an ability to form good inter- personal relationships. A positive and progressive attitude is required as is practical experience of working at the sharp end within communities.

**Background**

Barmulloch Community Development Company (BCDC) was formed in 2005. It is a Registered Charity (SCO36648) and is listed at Companies House (SC86657). Barmulloch was a part of a major Glasgow Overspill project in the 1950’s when Glasgow Corporation decided to tackle the problem of sub-standard housing by moving families to new homes on the outskirts of the City. A residents group was formed in 1954 and in 1957 its members, by their own hands, built a Tenants Hall in Quarrywood Road. It served generations of local families until 2007 when it began to show severe signs of dilapidation. BCDC decided to build a suite of multi-functional halls and the Barmulloch Residents Centre opened in July 2017 at a cost of £1.7m. The Company has also acquired two other formerly redundant premises, now known as the Broomfield Road Centre and the Recreation Hall.

BCDC operates in a designated Area of Multiple Deprivation. The Company has experienced rapid growth in recent years and, in partnership with others, now offers 27 community development programmes/activities under seven main Themes: EMPLOYMENT, SOCIAL, CREATIVITY & ENTERPRISE, YOUTH DEVELOPMENT, HEALTH & WELL BEING, EDUCATION & TRAINING, and SPORT.

The successful Applicant will join a small staff team about to embark on an exciting development phase to improve the quality of place and provide new lifestyle opportunities for our residents.

**Responsibilities and Duties**

Management

* Deputise for General Manager as required
* Organise the Company Volunteer Scheme
* Manage physical developments and Company premises

Development.

* Maintain and develop existing Company projects and activities
* Analyse and identify local community needs.
* Devise, plan and organise projects.
* Make application for grant funding

**Skills/Knowledge Required**

 Essential

* Well- developed computer skills
* Competent in use of electronic media
* Previous business experience
* Innovative thought processes
* Good presentation and report writing skills
* Ability to organise and direct

Desirable

* Previous experience of community development
* Knowledge of Third Sector
* Familiarity with National and Local Government standards and policies

**Qualities**

 Essential

* Experienced team worker
* Good Interpersonal skills
* Strong motivation
* Pleasant disposition
* Flexible and adaptable
* Strong community focus
* Can do attitude

**Partnerships**

An important responsibility for the postholder will be to initiate/maintain partnerships and levels of cooperation with local voluntary organisations and public and statutory bodies.

**Salary and Pension Arrangements**

Annual salary of £25,000. Employer’s contribution will be paid into a pension fund. Other Employee Benefits are available. BCDC is an equal opportunities employer.

**Job Specification**

The postholder will be based in the Residents Centre in Quarrywood Road, Barmulloch, G21 3ET although some limited travel will be expected in the Glasgow City area. Some evening and weekend work may be required.

**How to Apply -** Please send a covering letter and CV to vacancies@bcdcglasgow.co.uk

**Closing date for applications -** 18th December 2019

more details available at [www.bcdcglasgow.co.uk/vacancies.htm](http://www.bcdcglasgow.co.uk/vacancies.htm)