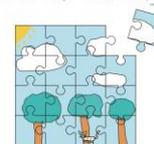


Kyle & Lochalsh Community Trust

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JOB DESCRIPTION

Job Title:	Community Development Officer	Based:	KLCT Office, Kyle
Reports to:	KLCT's Development Officer & Lochalsh Collaboration's steering group	Hours:	Part-time – 28 hours per week
Salary:	£26,000 (£20,800 pro rata)	Contract:	Fixed-term until July 2022

Kyle & Lochalsh Community Trust (KLCT) was established in August 2012 and is committed to instigating and delivering social, economic and environmental regeneration projects and local services. We are fully focused on improving the quality of life for the residents of Lochalsh and the visitors to our spectacular location on the west coast of Scotland. We aim to achieve the sustainable regeneration of our community which, despite its magnificent geographic setting, has been identified as one of the most economically fragile and deprived in the Highlands. We work to generate income through enterprise and the ownership of assets. As a not-for-profit organisation, all of our trading surpluses are reinvested in the community.

Lochalsh Collaboration, initiated by KLCT, is a group of 14 Lochalsh-based community organisations, groups and Community Councils that set up a steering group to explore how we can work together to meet the needs and priorities of local people. Groups involved in developing this idea are the Community Councils in Dornie & District, Kyle, Plockton, Loch Duich, Lochalsh, Stromeferry & Achmore, Auchtertyre Community Company and the Community Development Trusts in Kyle & Lochalsh and Glenelg & Arnisdale. The Lochalsh Youth Community Trust are also involved as is the Plockton Development Group, Cumine Project Glenelg, Dornie Project and Dornie Hall committee. This is not a final list of participants and there is plenty of scope for other groups to get involved.

The project

In autumn 2018, KLCT was successful in securing support from the Scottish Communities Development Centre (SCDC) to establish stronger relationships with community organisations and groups in Lochalsh with the aim of undertaking a Lochalsh-wide consultation and developing Community-led Action Plan/s.

Since January 2019, KLCT has been holding regular meetings with a steering group comprising 14 Lochalsh-based organisations, groups and Community Councils. The SCDC helps to facilitate the discussions and explore the tools and methods to design and undertake the work ahead of us.

Funding has now been secured to support our initiative with specific aims to:

- Provide community-led engagement across Lochalsh, including marginalised people, using methods such as face-to-face engagement, workshops, creative approaches, and social media.
- Provide support to analyse the data.
- Gather experiences of rural inequality, disadvantage and factors such as in-work poverty, impact of rural economy, health and wellbeing, childcare and transport.

- Explore issues like social isolation, housing, community cohesion, barriers to economic development, children and family life-chances. This will illuminate how factors combine to affect sustainability of communities using credible methods to gather views.
- Develop support to strengthen co-operation and learning between Lochalsh-based settlements and organisations.
- Draft local community action plan(s) and/or an overarching plan for Lochalsh.
- Gather information that can be used by our organisations' future funding bids, help increase community ownership and shape service responses to issues raised through discussions with the local Community Planning Partnership (CPP).
- Develop prototype projects based on the overarching results e.g. community transport, mental health service, childcare.
- Support the collaboration members to influence local outcome improvement and locality planning with the local Community Planning Partnership in order to position local needs arising from the community engagement in the future planning of local services in Lochalsh.
- Focus on capacity-building for community empowerment in response to concerns about over-reliance on a small number of volunteers working without appropriate support.

Project success will be measured by meeting milestones indicated in a project plan.

The candidate

Working with KLCT's Local Development Officer, Lochalsh Collaboration's steering group, SCDC, the funder, local communities and stakeholders, the Community Development Officer will drive, manage and provide administrative support to this project.

We are looking for a highly driven and capable individual who is comfortable speaking in public, experienced in community development, local engagement and project development and with an inclination for public relations and diplomacy. The successful candidate will be able to build and sustain good working relationships with stakeholders and have excellent writing skills, ideally with experience of writing community-led action plans or similar.

This role is on a fixed-term contract until July 2022 and has no line management responsibilities. The successful applicant will be offered a 3-month probationary contract during which time either party may terminate the contract on giving one week's notice.

PERSON SPECIFICATION

Community Development Officer – Lochalsh Collaboration

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ◆ A good standard of education to Higher Level or Equivalent 	<ul style="list-style-type: none"> ◆ Degree/vocational equivalent in a community learning & development, community engagement or project development-related subject
Work Experience	<ul style="list-style-type: none"> ◆ A track record of working in the voluntary and/or community sector ◆ Significant experience in community engagement, including engaging with hard to reach groups ◆ Experience of community capacity-building projects ◆ At least 2 years of experience in a project development role ◆ Experience of facilitating discussions and workshops ◆ Experience of managing and working to a budget ◆ Experience of evaluating project progress and success 	<ul style="list-style-type: none"> ◆ Experience of working with rural and/or remote communities ◆ Experience of developing community-led action plans, feasibility studies, business cases and business plans ◆ Experience of working with and managing consultants ◆ Experience of writing funding bids
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> ◆ Excellent interpersonal skills ◆ Excellent organisational skills ◆ Very good presentational and written communication skills ◆ Familiarity with community engagement tools and methods ◆ Ability to prioritise work and work to tight deadlines ◆ An open and inclusive operational attitude 	<ul style="list-style-type: none"> ◆ Knowledge of project funding sources and application processes ◆ Practical experience of the realities of community life in the peripheral Highlands and Islands ◆ Familiarity with community empowerment policy ◆ Knowledge of the structures and roles of public agencies engaged in rural development.
Technical Skills	<ul style="list-style-type: none"> ◆ Good general computer competence (Word, Excel, Web, email, PowerPoint) ◆ Comfortable with remote working communications technologies and practices 	<ul style="list-style-type: none"> ◆ Familiarity with using social media for professional purposes

Job Circumstances and other attributes	<ul style="list-style-type: none">◆ Ability to work at the KLCT office in Kyle◆ Ability to attend occasional meetings and learning sessions within Scotland◆ Ability to work some evenings and weekends◆ Friendly personality and ability to work flexibly as part of a team◆ Strong motivation and enthusiasm for the post and the role◆ A commitment to tackling inequality◆ Current driving licence and access to a car.	<ul style="list-style-type: none">◆ Ability to start work by mid-April 2020.
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