

**Job Title:** Community Development Coordinator

**Salary:** Pro-rata salary of £27,741

To manage and develop new and existing community projects and activities on behalf of The Carrick Centre. Engaging and developing relationships within the Centre, Community and Key Partner organisations in support of these services.

Responsible for:

- Project and activity implementation and delivery in line with agreed targets & outcomes
- Project budget control, monitoring, evaluation & reporting including fundraising for additional project costs
- Support & development opportunities for project and activity participants, trainees & volunteers
- Support & management of the Centre's Training Kitchen to deliver key aims
- Delivery of outputs in support of the Centre's Youth Programme
- Management of staff, volunteers and sessional workers as required

This post reports to the Centre Manager

The post holder will work as part of the Development Team and will work closely with the Strategic Development Officer and subgroups convened by the Board of Directors

**Main Duties:**

- Prepare and deliver development programmes and activities for people of all ages to become engaged in their community
- Facilitate the delivery of creative and partnership projects
- Support personal development programmes and work placements
- Support Volunteers to use and develop their skills and expertise in support of the Centre
- Provide a holistic approach to community engagement - supporting people to overcome social, behavioural and personal barriers to become confidently engaged in the community
- Create and facilitate meaningful activities, experiences & training for people with additional support needs
- Ensure opportunities for children and young people are underpinned by the rights of the child in line with UNCRC (United Nations Convention on the Rights of the Child)
- Be aware of and implement relevant Carrick Centre Policies including Equal Opportunities and Health & Safety
- Undertake administration duties appropriate to the post

**General duties**

- To be available to work outside normal working hours on occasions
- To undertake staff training and staff appraisals as required
- To be able to work on own initiative and as part of a team
- To undertake any other reasonable and appropriate duties as required by the Centre



*The Carrick Centre Ltd. is a Company limited by guarantee, registered in Scotland, Number SC334701  
whose registered address is The Carrick Centre, Culzean Road, Maybole KA19 7DE  
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