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| A picture containing drawing, sign  Description automatically generated | **Forward Coupar Angus**  **2 High Street**  **Coupar Angus**  **PH13 9DB**  **Telephone: 01828 626211**  **Registered in Scotland: SC042646** |

**JOB DESCRIPTION**

**Position:** Development Officer

**Location:** Coupar Angus / Home Based

**Hours:** 28 per week

**Salary:** £30,000 Pro Rata Per Annum (£24,000)

**Responsible to**: A named FCA Trustee and Board

**Tenure:** Fixed Term 01 April 2021 to 31 March 2022

**Advertised from** 15 March 2021

**Closing date:** **29 March 2021**

**Application submission:** via CV and Covering Letter to: manager@forwardcouparangus.org

**Background**

Forward Coupar Angus (FCA) is an innovative community Development Trust founded to improve the economic, social and environmental sustainability of the town of Coupar Angus and its immediate surrounding area. Our principal objective is to create opportunities that can enhance our community, whilst promoting initiatives aimed at improving people’s lives.

**Project**

We are looking to appoint a suitably qualified and experienced person to take up the post of Development Officer to consolidate a range of projects, implement strategic development, engage with the local community groups and wider public and to help the trust to build its capacity and become more self-sufficient in the future. This role is funded by Scottish Government’s Investing in Communities Fund (ICF).

Working with the FCA Trustees you will play a leading role in delivering the strategic objectives of the ICF project. You will play a leading role in raising the profile of the Trust and building on existing communications channels to enhance community links and promote the town. You will attend Trust meetings and on occasion, will be required to represent the Trust externally. You will develop and put in place a robust membership and affiliation package and develop a plan to make the Trust more self-sufficient in future years.

The Development Officer will have line management responsibility for the Finance Officer and Administrator.

The post will take forward engagement and consultation initiatives within our community, building relationships with our funding partners and collaborating with local, regional and national organisations in line with FCA’s objectives.

**Role**

The postholder with the Board of Trustees will be responsible for delivering against the strategic outcomes of the Scottish Government’s ICF grant and managing day to day operations within Forward Coupar Angus. These will include:

**Administration & Organisation**

* Work with the FCA board trustees, funding organisations, appropriate community groups and other 3rd parties and be responsible for leading the delivery of objectives of grants funded activities.
* Ensure that FCA complies with governance and regulations around areas such as finance, GDPR, IT and HR, to name a few, by monitoring procedures, appropriate systems or tools to monitor adherence.
* Play a key role delivering FCA community engagement and communications plan, raising the profile of FCA the Trust, improving on communications methods and channels to members, staff, volunteers, funders, partner organisations and the community at large to promote FCA’s achievements in the town.
* Responsible for delivering effective internal and external oral and written communication including email, letters, presentations, newsletters, advice sheets, instruction leaflets, financial reports, spreadsheets and accounts.
* Attend FCA Board Meetings to report on progress and, on occasions, will be required to represent the FCA externally.
* Develop and put in place a robust membership and affiliation programme and develop a business plan to help make FCA more self-sufficient in future years.
* Work with other local Development Trusts/neighbouring communities to identify opportunities for joint working to the benefit of all or to make better use of resources. Put forward proposals to Board for consideration.

**Communications & Public Relations & Community Engagement**

* Build a network of key groups and individuals supportive of the aims of the Trust.
* Manage Trust communications and public relations, promoting the organisation through its website, CanDo magazine and social network, working in partnership with the provider of services.
* Raise the external profile of the Trust through a pro-active PR approach, exploring opportunities to promote its activities and plans.
* Develop a communications plan and update it in the light of ongoing developments.
* Represent the Trust in dealings with external organisations and the general public, facilitate public meetings and consultations.

**Line Management**

* Have line management responsibility for FCA’s finance officer and admin officer.
* Report directly to a named FCA Trustee and through them to the Board of FCA while working with our other employees to co-ordinate volunteer workers across various FCA projects and activities.

**Trust Funding & Sustainability**

* Develop plans to make the Trust more self-sufficient in future years, through its activities, raising funds and obtaining grant funding. Put a plan to the Board identifying options and opportunities and a recommended way forward.

Position requires travel so an ability to drive is essential. The role will require some evening and weekend working to fulfil the objectives of the project.

This job description is broad-based and is not intended to be an exhaustive list of all possible duties as it is recognised that jobs change over time.

**Person Specification**

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|  |  | **Essential** | **Desirable** |
| **E1** | Proven leadership skills | **✓** |  |
| **E2** | Good verbal and written communication skills, including negotiating, influencing and report writing. | **✓** |  |
| **E3** | Project management skills | **✓** |  |
| **E4** | Good interpersonal skills: networking, building relationships with service users; in relating to community groups and external bodies | **✓** |  |
| **E5** | Good organisational skills: planning and structuring workload | **✓** |  |
| **E6** | Experience and current knowledge of managing financial and operational data. | **✓** |  |
| **E7** | Experience of managing communications & PR, including experience and current knowledge of internet and social media for publicity/marketing purposes, as well as other forms of media | **✓** |  |
| **D1** | A good knowledge of the area and community groups within it. |  | **✓** |

**Additional Information**

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| Employer: | Forward Coupar Angus |
| Location of Work: | Coupar Angus / Home Office |
| Responsible To: | FCA Board |
| Probation: | 3 months |
| Induction: | 1 month |
| Offer of Employment: | (An offer of appointment will be made subject to two satisfactory references) |
| Support & Supervision: | The post-holder will receive regular support and supervision from a suitably experienced member of the Trust Board. |
| Holidays: | Statutory holiday entitlement |
| Pension Scheme: | Auto enrolment into a Pension Scheme to meet legal requirements as necessary |