**Development Officer Job Description North and Islands**

**(this area covers North of Fort William to Inverness and includes Western isles, Skye, Orkney and Shetland)**

| Post | **Development Officer (part time)**  **North and Islands** |
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| Location | **Negotiable with some home working expected. Travel will be essential within your designated area and to the Edinburgh Office on occasions.** |
| Responsible to | **Senior Development Officer** |
| Salary | **£34,406 pro rata + pension (currently 11.5% employer contribution)** |
| Hours | **3 days per week (21 hours) (excluding meal breaks). No overtime paid, but time off in lieu may be taken as appropriate.** |
| Leave entitlement | **25 days p/a, plus 10 public holidays - Pro Rata** |
| Probationary period | **3 months** |

**Purpose of Post**:

The purpose of the post is to support the DTAS membership and contribute to the delivery of the core objectives of DTA Scotland, and in particular:

* Strong commitment to the development trust model and community led regeneration. To promote the development trust approach to community-led social, economic and environmental development and represent DTA Scotland our members through stakeholder engagement and involvement in panels, forums and other relevant activity.
* To directly provide information, advice and support to allocated development trust members, enabling them to become stronger, more effective,more enterprising and more sustainable organisations.

**Summary of role:**

**To directly provide information, advice and support to development trust members, to enable them to become stronger, more effective, more enterprising and more sustainable organisations**

* Maintain regular contact with members through telephone, e-mail, site visits, virtual meetings and attendance at events (when Covid restrictions allow)
* Respond to member enquiries for information and advice, and help members address identified issues or challenges. This will include sign-posting, light touch support and more intensive interventions, including strategic planning and crisis intervention
* Assist members access the range of negotiated member benefits, services and resources which form part of the DTA Scotland offering.
* Contribute to the planning and delivery of DTA Scotland Annual Conference and other DTA Scotland events and activities
* Encourage and facilitate networking and learning opportunities, building peer support between members
* Encourage good and inclusive practice within the development trust approach, and in particular promote sound governance, democratic accountability, diversity and enterprise

**To promote the development trust approach and represent members through stakeholder engagement activity and involvement in panels, forums and other relevant activity.**

* Assess and process membership applications (including providing membership reports for the DTA Scotland Board).
* Represent DTA Scotland and our development trust membership with a range of relevant stakeholders and participate in funding panels, etc as required.
* Co-ordinate and / or operationally manage relevant programmes which deliver benefit to members (currently these include Pockets and Prospects).

**Skills and Experience**

| **Essential** | **Desirable** |
| --- | --- |
| Very experienced in charity and company governance and associated regulations | Experience of designing and delivering training |
| Extensive project management monitoring, evaluation and reporting experience especially in a community development setting | Presentation skills including virtual delivery e.g. webinar |
| Excellent facilitation and mentoring skills and understanding of community-led enterprise | Experience/ knowledge of business planning and income generation models |
| Good general IT skills and familiar with Office & Google Cloud | Use of a variety of social media platforms |
| Experience of managing and advising on community programmes, projects and funding | Understanding of the current policy context surrounding Community empowerment, land reform and community wealth building |
| Full UK driving license |  |

PERSONAL ATTRIBUTES

* Friendly, approachable and an effective communicator
* Ability to work well within a team but also be able to work independently.
* Highly motivated, committed and enthusiastic
* Ability to manage a varied and busy workload
* Able to work flexible hours when required (including some evenings and weekends)
* Ability to travel to Edinburgh for team meetings occasionally.