**CVS Falkirk and District**

**Job Title:** Community Development Officer within Limerigg and Slamannan (Freelance)

**Salary Level:** £30,900 (pro rata)

**Hours Per Week**: 25hours worked flexibly including some evenings and weekends fixed for one year, with potential for continuation

**Reports to**: CEO, CVS Falkirk

**Development Officer Job Description**A unique opportunity has arisen to support, develop and progress community activity in Limerigg and Slamannan, Falkirk. The role is offered on a freelance (self-employed) basis and will ideally be fulfilled by someone familiar with or already living in or relatively near to Limerigg or Slamannan.

This role will support the delivery and further development of new and nascent projects and priorities in the area, building on the ideas and energy of local residents.

The Community Development Officer will be directly involved in supporting and encouraging community activity, community capacity building, and the formation of community groups. The Community Development Officer will also be responsible for working with residents and groups to turn community aspirations into successfully delivered community projects.

The person appointed will enter into an agreement with CVS Falkirk (Third Sector Interface for Falkirk and District) funded through the EDF Renewables Burnhead Moss Community Fund which is administered by Foundation Scotland. CVS Falkirk will contract, manage, and support the role-holder on a day-to-day basis. Review meetings involving CVS Falkirk and Foundation Scotland will take place quarterly. It is hoped that a resident reference group will be formed, which will meet an estimated 3-4 times per year to support the role-holder’s work.

The person appointed will need to obtain a unique tax reference number from HMRC if they are not already registered for Self-Assessment with HMRC. For more information visit <https://www.gov.uk/register-for-self-assessment/overview>

Travel and incidental expenses up to an agreed maximum will also be provided. Contractor will be responsible for her/his own tax, NI and pension arrangements.

The successful candidate would be expected to provide her/his own mobile phone and IT equipment. CVS Falkirk will enable access to relevant management information systems.

Due to the Coronavirus pandemic some of the role-holder’s work may need to be delivered virtually in the initial months.

**Purpose:**To support and catalyse community activity in Limerigg and Slamannan, building on residents’ skills and knowledge, and stimulate community capacity amongst new and existing community groups.

* To offer general capacity building and training to incubate and support groups and individuals to take ideas forward.
* To build upon and/or support existing Limerigg and Slamannan Community Action Planning, resulting in the production of a final Plan.
* To lead on the planning and implementation of some key initial community projects emerging to bring them to fruition (notably the Limerigg play park project), on behalf of and in collaboration with new or existing resident groups or organisations.

**Key Tasks and responsibilities**

* Incubating community groups, capacity building and training
* Encourage informal groups and associations to come forward to build relationships and encourage collaboration and partnership working.
* Providing learning information and support and confidence building to local people and groups seeking to secure the resources that may be needed to take forward such action, including other support and funding.
* Encouraging volunteering by supporting residents to connect and strengthen existing community activities and associations
* Helping groups with initial set-up tasks such as constituting, establishing management committees, setting up bank accounts, charitable registration (if applicable) etc

**Further developing Community Action Planning**

* Reviewing and contributing to existing Community Action Planning work in Limerigg and Slamannan.
* Collaborating with existing groups and individuals involved in community action planning work to enable the completion of a Community Action Plan (CAP).
* Collaborating with existing groups and individuals involved in CAP work to facilitate wider community engagement with, and contribution to, the process.
* Encouraging resident participation in, and ensuring CAP work is coherent with, locality planning.

**Community project development and implementation:**

* Supporting groups with, and doing some of the leg work for, key community project design, consultation, planning, and implementation work, whilst also building community capacity in these areas.
* Supporting groups with, and anchor where required, funding applications relevant to key community projects
* Liaising with key stakeholders including, funders, Falkirk Council, HSCP, NHS FV and businesses in relation to funding bids and projects.

**General/cross-cutting:**

* Arranging and facilitating meetings and consultation events in the communities of Limerigg and Slamannan.
* Building capacity in the communities such as arranging or signposting groups/and or individuals to training opportunities, and available resources, e.g.: relating to governance, financial, fundraising, project design and management, particularly facilitating access to CVS Falkirk capacity building support.
* Involvement in CVS Falkirk’s training and awareness sessions and activities to build awareness of wider CVS Falkirk support and enhance own skills
* Providing monthly progress updates in CVS Falkirk’s standard template.
* Contributing to keeping relevant CVS Falkirk management information systems up to date
* Supporting promotional and PR activities associated with work in Limerigg & Slamannan, in conjunction with CVS Falkirk colleagues, Foundation Scotland and local residents.
* Promoting equality of access and inclusion in all activities.

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| **Skills and abilities** | **Essential/Desirable** |
| Experience of working within communities with a diverse range of stakeholders. | E |
| Community leadership, engagement and team/group building skills, strong facilitation skills. | E |
| Community development experience including assisting and supporting community groups. | E |
| Being self-directed and experience of working autonomously. | E |
| Project development and management experience, including familiarity with budgeting. | E |
| Competent in use of ICT including the internet and web-based communication systems. | E |
| Good written and numeracy skills | E |
| Virtual facilitation skills | D |
| Experience of applying for and securing funding, including capital funding | D |
| Qualification in Community Development, Social Work, Social Care or related discipline | D |
| Experience of working within a Planning for Real® or similar asset-based approach to community action planning and development | D |
| Experience of supporting volunteers within communities | D |
| Knowledge of Falkirk area and/or Limerigg & Slamannan | D |
| **Qualities and Attributes** | **Essential/Desirable** |
| Flexible, adaptable and a good listener. | E |
| Team player with an open and honest manner and ability to build on effective relationships with a wide range of individuals. | E |
| Comfortable with both encouraging and challenging community leaders and professionals. | E |
| Motivational and empowering in approach. | E |
| Political awareness and an ability to influence, challenge and support. | E |