**Stoneyburn and Bents Future Vision Group SCIO**

**Job Title:** Project Development Officer

**Purpose of role:** The aim of this post is to co-ordinate the Group’s development and commitment to their 5-year plan during the recovery process after the Covid-19 pandemic, working with various local partners, stakeholders, and the wider community. The post holder will engage with the community to ensure that the needs of the community are being met or exceeded.

**Responsible to:** The Board of Trustees.

**Employed by:** Stoneyburn and Bents Future Vision Group SCIO (member of Development Trust Association for Scotland)

**Salary:** A 12-month fixed term contract at £27,085 pa pro-rata with the ability to extend.

**Pension:** The Trust operates a Stakeholder pension scheme which the successful applicant may be eligible to join.

**Hours:** 24 hours per week over three days per week depending on the candidate for a 3 year fixed-term contract (including a 6 month probationary period). Hours of work are flexible and can be negotiated subject to the needs of the project**.**

**Holiday:** 25 days plus 8 Public Holidays pro-rata

**Location:** The Trust’s premises at the Unit 3A, Stoneyburn Workshops, 4a Main Street Stoneyburn, EH47 8BA (other locations throughout the village and surrounding environs where required).

**Background**

[Stoneyburn and Bents Future Vision Group](https://www.sbfvg.com/) was formed in 2012, later becoming a SCIO in 2016 and more recently becoming a member of DTAS in 2020. Our objectives are to:

* *Advance citizenship and/or community development (including the promotion of civic responsibility and the promotion of the voluntary sector).*
* *Provide for the Community recreational facilities, or organise recreational activities, with the aim of improving conditions of life for the members of the Community.*
* *Advance environmental protection and improvement in the Community through the provision, maintenance and/or improvement of public open space and other public amenities and other environmental spaces.*
* *Advance the regeneration of Stoneyburn and Bents, and the surrounding environs.*
* *To advance heritage and/or preserve, for the benefit of the general public, the historical, architectural and constructional heritage that may exist in and around the Community.*

SBFVG are guided by a local Community Action Plan which is based on wide consultation and sets out the community priorities with regards to the above.

**The Role**

This is a new post, offering an exciting opportunity for an enthusiastic and motivated individual to further the work of SBFVG. Working closely with the community, you will develop various projects in line with WCDT’s planning framework, supporting the work already carried out eithin the community by our dedicated volunteers. Being able to work on your own, you will have a demonstratable understanding of community development, and a positive, solution focussed attitude.

The successful applicant will be able to show a commitment to, and good understanding of the aims and values of the organisation and the requirements of the community. They will show a willingness to work as part of a team committed to local community development. They will show an enterprising spirit and a positive attitude.

**Support and Management**

The post will be supported by the Board of Trustees, with a nominated Trustee as the main point of contact. There will be regular meetings with the nominated Trustee. The post holder will be expected to present reports to Board meetings.

**PERSONAL QUALITIES**

|  |  |  |
| --- | --- | --- |
| **Category** | **Essential Criteria** | **Desirable Criteria** |
| **Experience** | Experience of Community led or based work including engagement and encouraging participation  Excellent communication skills, written and verbal  Good interpersonal skills, able to engage with a diverse range of people and stakeholders and form positive working relationships.  Ability to work in partnership with other organisations, groups and individuals.  Able to work on own and as part of a wider team.  Understanding of fundraising options and processes.  Good working knowledge of social media.  Ability to manage own workload with good organisational and time management skills with the ability to set realistic targets.  Planning skills, ability to develop work plans, set realistic goals and deliver priorities.  Experience of volunteer support and management. | Experience in developing and managing volunteer activities.  Previous success in writing funding bids, evaluating, and reporting on community development initiatives.  Experience in project planning and management.  Experience in community activities and events.  Experience of community development or social enterprise work.    Involvement in community engagement.  Working knowledge of digital media. |
| **Other Requirements** | Post will require some out of hours working which may form part of a working week or for which time in lieu will be available. Some weekend/evening work will be required. |  |

This Job Description and the duties may vary from time to time at the discretion of the Board of Trustees to satisfy the needs of the organisation.

If you have any questions or want further information or to have an informal chat about this post, please contact us – [sbfvg1@gmail.com](mailto:sbfvg1@gmail.com).