



### **Job Description**

<b>Post</b>	Development Officer – three years from date of appointment. Anticipated start date 1 February 2022 (negotiable). Year 1 funding secured, year 2 and 3 agreed in principle.
<b>Salary</b>	£22,857 for 25 hours work per week (£32,000 full time equivalent).
<b>Hours</b>	25 hours per week. Flexible working hours, negotiable with LCT named Trustee, subject to the needs of the plan. 20 days paid leave per annum plus 10 public holidays.

**Responsible to** Largo Communities Together named Trustee

### **Background**

<https://www.largocommunitiestogether.org.uk/index.html>

Largo Communities Together (LCT) is a registered charity established by the community to be responsive to its needs. The LCT committee and office bearers are appointed by the membership of over 300 people. They are answerable to the whole community. Membership is open to all interested people. Public consultation exercises are an important element in the way LCT formulates its plans. LCT projects aim to enhance the fabric of our community through the support and subsequent development of our residents and community groups. LCT's mission is to enable the people of Largo, Lundin Links, Woodside, New Gilston, Newburn and Drumeldrie to enhance community life by supporting and developing sustainable initiatives, communicating with community groups and individuals. LCT was established in 2017 as a result of a wide-ranging community consultation. Approximately 10% of voting residents are members of LCT.

To date LCT has:

- Completed community consultation for Largo House and grounds. Feedback has been collated. Communication with the landowners continues.
- Raised funds to complete a fully costed civil engineering survey for Largo Pier. This was incorporated into a community consultation on Largo Pier.
- Established the Largo Area Coronavirus Response Team to support the community during the pandemic via shopping services, telephone helpline, befriending service and organising volunteers.
- Supported Largo Arts Week.
- Connected with mutually supportive groups and organisations, including Fife Coast and Countryside Trust, Levenmouth Taskforce and Silverburn Park.
- Coordinated and communicated relevant news and information through the Largo Links newsletter to every household in the community.

LCT currently has no paid employees and relies on volunteers. We are seeking to recruit an experienced Community Development Officer to:

- Engage with residents, businesses, groups and visitors across our community to identify needs and offers and physical assets that will form the basis of a Local Place Plan.
- Consult with relevant organisations to further develop the Local Place Plan to incorporate Scottish Government guidance and the National Performance Framework.
- Develop and deliver existing projects of Largo Communities Together. Assist in producing applications for relevant grant funding.



- Develop the community resilience framework including support networks, policies and procedures to ensure our communities are resilient when unexpected events occur.
- Support the trustees of Largo Communities Together in their activities to engage, plan, prioritise, coordinate, communicate and celebrate our community.
- Embed sustainability and wellbeing as key principles through good practice, information and skill sharing.

### **Purpose of Job**

The Development Officer will be key to the success of developing a meaningful and community owned Local Place Plan. They will provide support and advice to the trustees of LCT in pursuit of its aims.

### **Main Tasks/Activities**

- Develop and implement a Local Place Plan.
- Support the work of Largo Communities Together through establishing a community development approach.
- Use a range of community engagement tools with residents, groups, businesses and visitors.
- Support existing volunteers and develop ways to attract new volunteers.
- Support the development of funding applications for LCT identified priorities.
- Connect to local and national voluntary and statutory organisations, to support the development and funding of LCT.
- Support communication by providing content for local newsletter, website and social media.
- Provide monthly reports to the LCT Board and report quarterly to DTAS.
- Support work experience for a local young person(s).
- General administrative tasks including supporting the treasurer in keeping appropriate financial records.
- Be visible in the community representing LCT.
- Any other duties as directed by the LCT Board through the named trustee.

### **Skills and Abilities**

- Proven communication skills, both written and oral.
- Ability to present effectively oral reports and information to a wide variety of audiences.
- Good organisational skills and the ability to set and achieve realistic targets, and to manage own workload.
- Ability to work as a member of a team and to liaise on a wide range of other projects.
- Proven ability in using digital technology.
- Experience of completing projects on time and within budget.

### **Supervision**

The post will be supervised by a named trustee of the LCT Board with delegated responsibility, who will provide regular support and supervision. Offer of employment is conditional upon satisfactory performance in probationary period against key performance indicators and receipt of satisfactory references.

### **Base**

Flexible working arrangements apply. If required, an appropriate workspace can be provided.