**Burntisland Community Development Trust**

**Job Description: Development Officer**

3 years subject to funding (£26-£28k pro rata) for between 3.5 and 5 days per week.

**Hours:** Flexible working hours with occasional evening and weekend work. 20 days paid annual leave plus 10 public holidays

**Location:** Working from home with regular face to face meetings in Burntisland. (Office base/office equipment provided if required.)

**Responsible to**: BCDT Development sub-committee

**Responsible for:** Part-time Administrator

**Closing date:** 12.00pm Monday 7th February

**Interviews:** w/b 13 February 2022

**Background**

Burntisland Community Development Trust (BCDT)was formed out of [Burntisland’s first Community Action Plan](http://www.burntislandcc.org.uk/webs/371/documents/CAP%20complete%20report.pdf) in 2016. We work on behalf of the community with the community to take forward elements of this plan. In 2020/21 the Trust secured funding of £30k through the COVID-19 Support for Communities Fund which was distributed to various organisations around the town to help them adapt and develop their work during the emergency to meet community needs.

We now want to work in partnership with Burntisland Community Council and other community partners to review the Community Action Plan for 2018-21 and progress goals and activities as identified by the community. We also want to build the capacity of Burntisland Community Development Trust in order to better serve our community. We are looking for a Development Officer to support us with these tasks.

**Main tasks/ activities**

* Build capacity of Burntisland Community Development Trust, supporting the directors in their roles and working to strengthen the Trust (may include some of the following- promoting the work of the Trust, identifying and arranging appropriate training for directors, recruiting new directors, ensuring all relevant policies are in place and other tasks as relevant and agreed with BCDT)
* Facilitating community engagement and consultation on the community action plan
* Commitment to personal learning and development (for example through the DTAS (Development Trusts Association) network)
* Supervising the part time Administrator (if required)

A named Director will provide regular support and supervision.

**For further information or informal chat**

Contact David Lyon on 07503 958291 or Jo Hobbett on 07974 706728.

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