



Linlithgow Community Development Trust

Job Title	Community Development Manager
Hours	24 hours per week
Salary	£32,100 pro rata
Location	EH49 Hub, 6-7 The Vennel, Linlithgow

Recruitment Process and Timetable

Application Process	Please send your covering letter explaining how you match the requirements for this role along with your CV to carole@trust-linlithgow.org.uk
Closing date for applications	18 Feb 5pm
Interviews	1 March

Advert Text

Are you passionate about the difference local people can make in their own community? Then this exciting opportunity to join LCDT's friendly team is for you. Our aim is to make Linlithgow Ward a better place to live and work, through a community led plan of action, providing services, amenities and/or financial support. Our focus is on sustainable community development and climate action initiatives. Linlithgow Community Development Trust (LCDT) is about to embark on an exciting period of growth. We are looking for a well organised, pro-active and experienced manager to lead us during this phase of our development.

The purpose of the post will be to encourage community development and provide support for a network of local community organisations. This position will continue to establish LCDT as a resilient anchor organisation for the Linlithgow ward and deliver a variety of community activities to meet the needs of local people. This includes managing the day-to-day operations of the charity, developing our community venue and supporting our board, managing our staff and volunteers. As well as strong operational experience in the voluntary/charity sector, we are looking for someone with the energy, enthusiasm and vision to drive our organisation forward.

This role is funded by the National Lottery Community Fund.





Job Description

Key Responsibilities

Community Development

- Develop current and new projects/activities and events in line with community needs and in partnership with other community-based organisations.
- Build relationships with key partners to develop and nurture networks with key stakeholders from the private, public, third sector and funders.
- Oversee and plan effective and regular communications with our members, community organisations and the wider community.
- Oversee and plan effective marketing of our projects and activities.

Venue Management

- Manage the day-to-day operation of the EH49 Hub including venue hirers and the co-working space.
- Work with internal and external stakeholders to identify opportunities for venue hire development to increase participation in a wide range of events/ activities, grow venue footfall and income.
- Oversee all venue bookings/admin and invoicing procedures.
- Ensure that all relevant Risk Assessments are implemented and updated where required.
- Ensure regular maintenance schedules are completed when due.
- Monitor and evaluate usage in line with community benefit lease.

Staff and Volunteer Management

- Lead and motivate the team by example. Undertake line management responsibility for a small team of staff.
- Oversee recruitment, management and ongoing development of staff and volunteers, including providing or arranging training, rotas, roles and responsibilities.
- Ensure that all Trust policies and standards are in place and that any relevant training is undertaken for staff/Board/volunteers and Trust members. Comply with, and ensure compliance with, all policies and procedures.

Organisational Management

- Working closely with the Board of Trustees, contribute to the strategic decision-making process regarding current and future aspirations for LCDD.
- Develop and implement agreed LCDD projects in line with our vision and objectives.
- Having comprehensive knowledge of all LCDD activities and an ability to present and represent the organisation when needed.
- Report monthly to the Board of Trustees.
- Provide updates and outcome monitoring data required by funders.



- Continually evaluate and seek to improve the organisation's project activities.
- Manage existing projects within agreed budgets. Further develop the financial sustainability of the Trust, including development of new and existing services into income generating activities.
- Work with the Treasurer as necessary to ensure accurate financial monitoring.
- Identifying fundraising opportunities and writing, where appropriate, funding applications.
- Ensure effective use of the Trust's range digital tools.
- Ensure LCDT website and social media remain current.

Additional Responsibilities

- Participate in Board meetings when needed to monitor progress, identify new directions and manage related issues.
- Undertake any other relevant duties which may be designated from time to time by the Board of Trustees to achieve the Trust's aims and objectives.

Person Specification

Essential Experience

- Minimum 5 years experience of leading and managing teams, projects, events and activities within a community facing role in the charity/public sector.
- Experience of community involvement and consultation/engagement/facilitation techniques in the charity sector.
- Experience of successful programme project design, development and coordination. and management/budget management experience.
- Track record in establishing and developing strategic and operational partnerships across sectors with organisations and individuals.
- Experience of team/volunteer management and encouraging a culture of continuous improvement in the charity sector.

Essential Skills

- Excellent interpersonal, relationship management and communication skills.
- Excellent organisational skills – the ability to work on own initiative and prioritise workload.
- Strong IT and digital skills – such as MS Office and digital communication tools such as social media, web content.

Essential Values

- Good knowledge of the needs of small communities and confident working 'on the ground' in the community.



- Strong commitment to, and understanding of the principles of equality, diversity and inclusion. A demonstrable commitment to our organisation's values including environmental and charitable.
- A willingness to work outside of usual office hours when required.

Desirable Skills/Experience:

- Relevant qualification for the role i.e. governance, leadership development, project management, etc.
- Success in delivering charity community development projects which have been led by the community and have resulted in meaningful change.
- Experience of supporting the development and implementation of fundraising strategies and plans.
- Experience of devising / delivering training for a range of audiences.
- Experience/involvement in community climate action initiatives.
- Knowledge/experience of the social enterprise sector and business development.