**Callander – Community Development officer**

**POST SPECIFICATION**

Callander Community Development Trust seeks to engage a Community Development Officer. This post is suitable for a small consultancy or a suitably experienced sole trader.

Central to the role is the ability to work with the community groups in delivering the priorities of Callander’s Local Place Plan (LPP). The postholder will be contracted to CCDT and will report monthly to the CCDT board and to the bi-monthly LPP Steering Group (Callander Partnership) meetings.

The role includes the continuation of tasks assigned to the Town Coordinator as detailed in the Community Action Plan 2017 – 2022 and attention should be given to the community aspirations for the future development of Callander as specified in the Callander Charette.

The term of the contract will be 3 years. The postholder will be expected to work remotely and be available to attend meetings with the steering group and other community bodies.

The post is a full-time role and and we anticipate an annual fee of circa £30K payable monthly in arrears.

**Priorities**

Project management – The postholder will set out and manage a 3-year project plan to deliver Callander’s highest priority projects.

Longer-term delivery -The postholder will set out a 7-year project plan that will enable community groups to deliver lower priority projects, after the post has ended.

Negotiation - collaborating with our statutory authorities (Stirling Council and Loch Lomond and the Trossachs National Park) to ensure that priority projects are delivered in a timely manner

Communication -The postholder will establish communication and feedback channels that allow the community to engage with the delivery of LPP projects.

Community engagement - setting up and managing small project-specific groups from within the community.

Partnership working - collaborating with neighbouring communities on projects with wider community benefits

Funding – identifying and applying for external funding for Capital projects.

**Post specification - Essential**

* Degree level qualifications and / or relevant experience to match the job specifications.
* Experience of working with Local Government, social enterprise, and voluntary sectors.
* Experience of working with rural communities.
* Experience in supporting a wide range of community groups and able to demonstrate ability and ideas for community engagement.
* Demonstrable knowledge of the Scottish Government’s Community Empowerment Act
* Demonstrable knowledge of the Scottish Government National Planning Framework
* Ability to demonstrate a track record in producing successful grant applications and be able to build positive relations with funders. Experience of evaluation and completion of funding returns.
* Excellent verbal and written communication / interpersonal skills.
* Ability to negotiate with a wide range of community organizations and to be seen to work as a team player.
* Experience of working with volunteers.
* Ability to set up and manage a secure database of personal data in compliance with Data Protection Act 2018.
* Proficiency in common forms of electronic communications, creative marketing and use of social media.
* Ability to use a range of IT programs including Word/Excel/ PowerPoint and Photoshop.

**Post specification – desirable.**

* Previous experience of working with either (or both) Stirling Council or LLTTNP
* An ability to engage with, and motivate, traditionally hard-to-reach groups
* Working knowledge of statistical data relating to populations in Scotland
* An ability to produce written reports in easy-to-read formats.
* Experience of working with young people, schools, and higher education institutions.
* Knowledge of community transport initiatives
* Knowledge of the circular economy
* Knowledge of community-led tourism
* Knowledge of community right to buy policy and process.
* An ability to identify, negotiate with, and recruit, stakeholders from the private sector.
* Awareness of research and support available to DTAS members.