**Strengthening Communities Programme Development Officer**

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| **Post** | Strengthening Communities Programme Development Officer (Full time) |
| **Location** | Office-based, Edinburgh with the potential for some home working.Travel throughout the country will also be required. |
| **Salary** | £35,094 + pension (currently 11.5% employer contribution) |
| **Hours** | 35 hours per week (excluding meal breaks). No overtime paid, but time off in lieu may be taken as appropriate. |
| **Leave entitlement** | 25 days p/a, plus 10 public holidays |
| **Probationary period** | 3 months |
| **Closing Date** | 12noon on Monday 13th March 2023  |
| **Interviews** | Interviews will be held on Monday 20th March 2023 |

**Purpose of Post:**

We are looking for a dynamic and committed individual to provide information, advice and support to those DTA Scotland members in receipt of Strengthening Communities Programme grant funding. This programme aims to enable organisations to become more resilient and sustainable community anchor organisations. The post is funded by Scottish Government.

**Summary of main tasks**

**Provide information, advice and support to development trust members in the Strengthening Communities Programme, to enable them to become stronger, more effective, more enterprising and more sustainable organisations:**

* Maintain regular contact with members by telephone, email, site visits, virtual meetings and attendance at events and community meetings
* Respond to member enquiries and provide information, advice and resources, as appropriate
* Provide more intensive support when required, including financial management, business planning and development, enterprise and crisis intervention
* Assist members to access the range of DTA Scotland member benefits
* Signpost to other resources, agencies and support programmes
* Encourage and facilitate networking and learning opportunities, building peer support
* Provide practical support to members around the administration, grant claims and evaluation required within the Strengthening Communities Programme
* Monitor programme budgets
* Attend meetings with funders and support the provision of reports to funders
* Encourage good and inclusive practice within the development trust approach, and in particular promote sound governance, democratic accountability, diversity and enterprise
1. **Promote the development trust approach, DTA Scotland and the wider development trust movement:**
* Contribute to the planning and delivery of the DTA Scotland annual conference and other DTA Scotland events
* Contribute to the development of information, resources and promotional materials
* Maintain up-to-date and accurate records within DTA Scotland information systems and update the membership database
* Represent DTA Scotland and our development trust membership with a range of relevant stakeholders
* Contribute to the work of the Development Officer team and liaise with colleagues in the Community Ownership Support Service and Community Shares Scotland programme
* Carry out any other duties relevant to the post.

**Person Specification**

**Skills & experience**

You will have

* Experience of providing advice and support to individuals and organisations, ideally in a community context
* Understanding / knowledge of organisational governance and experience of advising and supporting this
* Knowledge of business planning, financial management and income generation models
* Project management or grant administration experience
* Experience of development and maintaining relationships with a range of organisational stakeholders
* Experience of delivering training or providing information in a public setting

**Personal attributes**

You will be:

* Strongly committed to development trusts, community-led regeneration and placemaking
* Friendly, approachable and an effective communicator
* Organised with excellent attention to detail
* Highly motivated, committed and enthusiastic
* Digitally confident, skilled in using IT systems, software and databases
* Able to work flexible hours when required (including some evenings and weekends) to meet the needs of organisation

**To Apply for the Post**:

If you are keen to be considered for this opportunity, please email kay@dtascot.org.uk with your CV and a covering letter detailing your reasons for applying and specific experience to match the criteria above by no later than 12noon on Monday 13th March 2023.

Interviews will be held on Monday 20th March 2023. These can either be person in our Edinburgh office or on Zoom. Please confirm your preference in your covering letter.

If you have any questions regarding your application, or would like an informal conversation, please contact kay@dtascot.org.uk Finance & Operations Manager.

**DTAS is committed to a policy of equality & diversity.**

**We take the collection and use of your data seriously, please see link to the** [**DTAS Recruitment Privacy Statement**](https://dtascot.org.uk/sites/default/files/DTAS%20Recruitment%20Privacy%20Notice%20%202019.pdf)

This position is funded by:



**Background information:**

[Development Trusts Association Scotland](http://www.dtascot.org.uk/) (DTA Scotland) is an independent, member-led organisation which aims to promote, support and represent development trusts in Scotland. Established in 2003, DTA Scotland now has over 330 development trust members, which makes it one of Scotland’s largest and most dynamic community-led regeneration networks.

A development trust is a community-owned and led organisation, working to combine community-led action with an enterprising approach to address and tackle local needs and issues. The aim of a development trust is to create social, economic and environmental renewal in a defined geographical area, creating wealth within that area and keeping it there. Across the country, in city, town, rural and island locations, development trusts are enabling communities to make their own plans and aspirations a reality.

Through the provision of information, advice and support, and the effective facilitation of our inspiring development trust network, DTA Scotland seeks to contribute to the building of independent, enterprising and resilient communities. This work includes an annual conference which regularly attracts over 200 delegates, a wide range of publications and resources, and a suite of training and support interventions.

As well as providing core support to DTAS members, we also operates two specific services: our [Community Ownership Support Service](https://dtascommunityownership.org.uk/about-coss) which promotes and supports the transfer of public assets to community organisations and [Community Shares Scotland](https://communitysharesscotland.org.uk/), a national programme to raise awareness and support the use of community shares to finance a range of community enterprises.

Our office is based in the Dalry area of Edinburgh, a short walk from Haymarket Station.