

## Community Development Officer - Job Description

Post	<b>Community Development Officer</b>
Contract Value	<b>Salary £12,500 (£25,000 pro-rata)</b> plus expenses and a contribution to admin costs Fixed Term 24 months initially
Status	<b>Part-time - 17.5 hours per week</b> (flexible home working) The successful individual will undertake the contract on a freelance basis and will remain responsible for their own tax and national insurance arrangements throughout
Location	<b>Aberfeldy</b> (flexible)
Website	<a href="http://www.aberfeldydt.org">www.aberfeldydt.org</a>
Closing Date	<b>Friday 17<sup>th</sup> March 2023</b>
Interviews	<b>Thursday 23<sup>rd</sup> &amp; Friday 24<sup>th</sup> March 2023</b>

### Role

Aberfeldy Development Trust is working on a number of exciting ambitious projects for Aberfeldy, Dull, Weem, MidAtholl and Strathtay. Our friendly board is looking for a highly motivated, experienced person to be a Community Development Officer. The Community Development Officer will help our organisation build capacity as we move towards developing a 5-year Development Plan. We are currently progressing with building affordable housing and require an organized and ambitious individual who can help us achieve our objectives

### Background

Established in April 2022, Aberfeldy Development Trust have grown to become a well-represented community led organization. In July 2022 the Trust, in partnership with Perth & Kinross Council commissioned a Housing Needs survey, 87% of respondents supported the need for more affordable housing in the area. Work is about to start on a detailed feasibility study for a preferred first site.

We have a growing membership and a dedicated Board of Directors who have successfully guided the work of the Trust to a point where we now require the contribution of a well-organized and ambitious person to help us carry forward our work for our community.

### General Description

- Assist the Board to deliver affordable, energy efficient housing projects in the area (working in partnership with specialist Project Managers the Communities Housing Trust);
- Assist the Board to develop and deliver other community projects such as a community energy sources to tackle local fuel poverty;
- Work alongside the Board to develop and prepare 5-year Management Plan;
- Support the Board to monitor finances and administration of budgets;
- With the Board, help Identify new funding streams and assist in the preparation of funding applications. Prepare monitoring reports to funders;
- Administer and increase ADT membership, providing information in a variety of formats including at meetings, via press releases and social media; and
- Liaise and work in partnership with local and national organisations to take forward the aims and objectives of the Trust.

## Main Duties

Using a Community development approach, to assist the Trust in developing and implementing Trust projects by

- Liaising with ADT community partners, Perth and Kinross Council, Communities Housing Trust and funding bodies including Scottish Land Fund and Rural Housing Fund;
- Supporting the Treasurer in the keeping of appropriate financial records;
- Prepare a quarterly update for members via website/email/relevant social media (Twitter, Facebook, Instagram);
- Assist the Board to prepare and distribute press releases in various formats e.g. radio, print and tv;
- Assist with the administration and collation of surveys relevant to the work of ADT;
- Coordinate and organize community engagement events ;
- Assist the Board to Identify and prepare applications to a range of funding bodies;
- Prepare monitoring and evaluation reports in accordance with the requirements of our funders
- Develop policies for the administration of the Trust ;
- Attend monthly ADT Board meetings [2hrs evening] and project related site meetings [day or evening] when necessary; and
- any other duties as directed by the Board.

## Essential Experience & Skills

- Self-starter – demonstrated ability to work with a high degree of independence within an agreed set of tasks and targets;
- Strong communication skills (verbal and written), ability to write in plain English, and experience of speaking / giving presentations to a wide range of people;
- Excellent IT skills (Microsoft Office, Social Media Platforms, Wordpress, Mailchimp);
- Experience (paid or volunteer) or demonstrable interest in community development;
- Experience of working with volunteers; and
- Experience of applying for, managing and reporting on grant-funded projects.

## Desirable Experience, Knowledge & Skills

- Knowledge and experience of working in a community focused organisation;
- Good understanding of the distinctive role of community development trusts in local communities around Scotland; and
- Knowledge of the community empowerment and affordable housing policy contexts.

## Qualifications & Additional Requirements

- Valid UK drivers license and access to vehicle (preferable but not essential)

## Application Process

Please apply in writing, sending a covering letter, CV and two references to [aberfeldydevelopmenttrust@gmail.com](mailto:aberfeldydevelopmenttrust@gmail.com). For further enquiries please contact Sally Murray on 07809777882 or Gill Steele on 07775865559

Funded by



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