

Job Description: Community Development Officer



Job title:	Community Development Officer
Salary:	£30,713 per annum pro rata (based on a 37.5 hour week), plus 3% pension contribution.
Location:	Aberdeen City Base (hybrid working)
Hours:	28 hours/week
Contract:	Fixed term until 31 st March 2024. With possible extension for further years dependent on funding.
Reports to:	Senior Project Officer
Planned Interview Date:	Friday 21 st April 2023

About the Nescan Hub

The North East Scotland Climate Action Network (Nescan) Hub is a regional community climate action support hub, fully funded by the Scottish Government, which has grown out of a wide network of community climate action groups in Aberdeen City and Aberdeenshire. Our vision is to contribute to the creation of a flourishing, connected and sustainable North East Scotland through the provision of dedicated training, help and support for community led climate action.

Our aims:

- To support and develop community led climate action throughout Aberdeen City and Aberdeenshire.
- To support communities to be a part of a just transition to a sustainable North East Scotland, contributing to local, regional and national policy setting and decision making.

For further information on Nescan please visit our website www.nescan.org

About the role

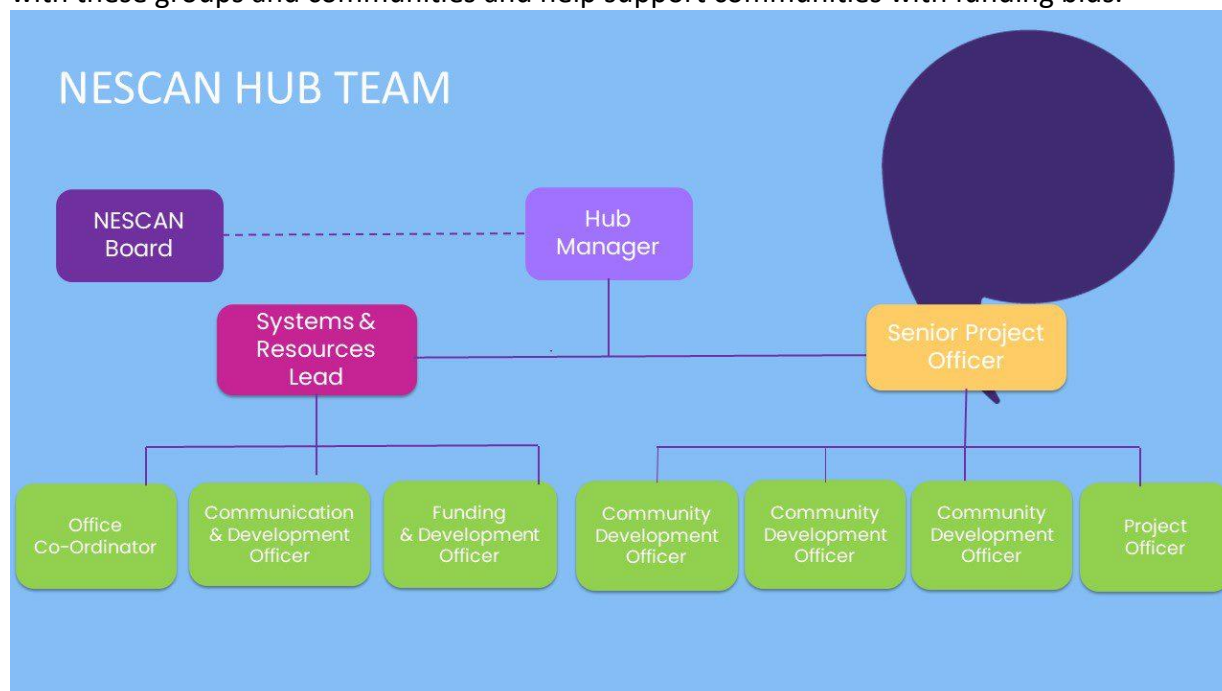
The Community Development Officer will contribute to the delivery of Nescan Hub's vision and aims by acting as a key liaison between the Nescan Hub, its members, partners, and communities in the region – particularly those with low Nescan membership and/or low community climate action activity. The post holder's role will be to encourage and facilitate the development of community groups focused on sustainability, climate change and biodiversity, and support these groups to initiate, develop and run their own projects. The post holder will also work closely and collaboratively with the whole Community Development team, Funding and Project Officer to ensure opportunities are shared



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with these groups and communities and help support communities with funding bids.



Responsibilities include but are not limited to:

- Support and facilitate NESCAN members and community organisations to develop their group or organisation, initiate new projects and build their membership.
- Support and facilitate communities to create and develop their own climate action projects and become NESCAN members.
- Build the skills and capacity of members and community organisations by providing members with practical training and tools.
- Provide knowledge, advice and support to members to enable them to respond to public consultations on behalf of their group.
- Signpost community groups to funding information and opportunities.
- Provide knowledge, advice, support and assistance to NESCAN members with funding applications and facilitating joint applications.
- Community needs assessments and planning processes.
- Mapping resources, skills, capacity, organisations and opportunities – to be able to operate within a collaborative integrated framework of partners and stakeholders to support local action.
- Draft and present written and verbal reports to the NESCAN Hub Manager and Board when required.
- Contribute to NESCAN Hub financial budget planning and implementation.
- Create training and educational resources and organise and run training events.
- Support and co-ordinate the delivery of community deliberative processes and events e.g. community climate assemblies
- Assist with NESCAN Hub campaigns and events as required.
- Represent NESCAN at relevant meetings and events.
- Operate within the framework of systems, procedures and expected standards of practice and conduct of the NESCAN Hub.
- Any other reasonable duties as required to contribute to the delivery of NESCAN Hub's vision and aims.



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About you

You will have experience and knowledge in the following:

- Knowledge of the challenges and inequalities faced in disengaged communities
- Experience of building working relationships with individuals and groups
- Experience of partnership and collaborative working
- Experience of developing and delivering projects and group learning sessions
- Educated to degree level in a relevant subject is desirable
- Community development and engagement experience supporting an assets-based approach.

You will have the following skills and abilities:

- Excellent interpersonal and engagement skills
- Ability to work with a diverse range of groups and individuals
- Strong written and verbal communication skills including production of structured reports
- Ability to self-manage competing demands and be highly organised
- Good record keeping skills
- IT skills (including Microsoft Office).
- Social media skills to promote engagement and maximise communications is desirable.

You will have the following qualities which are essential to this role:

- Enthusiastic, flexible, self-motivated, approachable and resilient
- A team player.
- Commitment to the principles of community capacity building, empowerment and development.
- Commitment to community-led climate action.
- Commitment to undertake professional learning and development in order to develop and maintain practice.
- Solution focused with a growth mindset.



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Summary of Terms and Conditions of Employment

Job title: Community Development Officer

Employer: NESCAN Hub

Salary: £30,713 per annum pro rata (based on a 37.5-hour week), plus 3% pension contribution.

Location: This post is a mix of home and office working. The postholder will be expected to come into the office based in the James Hutton Institute at least every Tuesday. Regular and extensive travel across Aberdeen City and Aberdeenshire applies. The postholder may be required to occasionally travel out with the region via public transport. Travel expenses will be reimbursed.

Hours: Working hours are 28 hours per week Monday to Friday but this negotiable. This is a flexitime post with core working hours agreed between the postholder and Hub Manager. The post holder will be expected to work weekends and evenings when required and will be given a minimum of 2 weeks' notice for this, where possible.

Contract: The post is fixed term until 31st March 2024. There is scope to extend this post for further years dependent on funding.

Annual leave: The NESCAN Hub offers full-time employees 35 days annual leave per annum, including public holidays, which runs from 1st April to 31st March. All leave entitlement is calculated pro-rata for part-time employees.

Other leave: Employees have contractual rights to time off for sickness, maternity and other circumstances. Employees may also take flexi-leave in hours, half days or full days to a maximum of 2 full days per calendar month.

END

