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SCIO**

SC052137

Dailly Community Development Trust SCIO

INVITATION TO TENDER FOR

THE ROLE OF SELF EMPLOYED COMMUNITY DEVELOPMENT OFFICER

31/07/2023

Dailly Community Development Trust SCIO was set up following the Dailly Community Council's Community Action Plan of 2022 & we received OSCA's approval in November 2022.

The Trust's defined geographical area is the Community Council area of Dailly & and its aims are to deliver benefit to the existing community as well as promote community development and regeneration.

The Trust has a board of 13 people, of whom 12 are elected Trustees, with 1 nominated by an Associate Group. There are over 40 members & 4 Associate Groups.

Dailly Community Development Trust SCIO

TENDER DETAILS

This is a fixed price tender at the sum of £21,000 per annum inclusive, for 21 hrs per week (equivalent to £35,000 FTI at 0.6 on a 35 hr week).

The contact will be initially for one year (fully funded first year) & for 2 further years (which are half funded), if further funding is achieved. After completion of year 1, the fixed tender price in subsequent years will be increased by CPI or 5%, whichever is the lower.

Notice of termination of the contract by either party will be 4 weeks.

The contract will be for 48 weeks of each year (equivalent to 4 weeks annual leave).

Payment terms are on invoice every 4 week period (13 payments of £1,615.38) together with timesheets for that period.

As the workload may vary from week to week, it is expected that the timesheets will average 21 hrs per week over each 4 week period.

The duties will be carried out at the discretion of the tenderer, with a combination of home working, working at our Community Hall & with our Associated Groups. This will involve some evening & weekend work, including attending Trust Board Meetings in the evening every month.

A driving licence & access to a vehicle are essential & the tender shall include for travel within the Trust area, though occasional visits outside the Trust area can be charged as a legitimate additional expense.

The CDO will be responsible to the Trust Board & will be monitored by the Trust Office Bearers & subject to annual reviews of progress.

As the successful tenderer will be Self Employed, they will need to provide proof, prior to commencement of work, that they have:

- A) Registered with the Inland Revenue as Self Employed for Income Tax & National Insurance.
- B) Provide proof of a Public Liability Policy.
- C) Provide a mobile phone, laptop, have a driving licence & access to a vehicle (though Trust equipment will be made available when working away from home, if required).

If tenders are received by a Group or other Charity, they must nominate the person expected to undertake the work of Community Development Officer & that person must complete the Application to Tender Form, with their employment history & qualifications for the role.

As required by the Inland Revenue, for Self Employed positions, anyone appointed to the role has the right to appoint another person to undertake these duties but the Trust require that the replacement first completes an Application to Tender Form & be interviewed by a panel of Trustees before being accepted as a reasonable replacement.

DUTIES OF THE COMMUNITY DEVELOPMENT OFFICER

The role includes, but is not limited to:

- Co-ordination of the business plan & negotiations with South Ayrshire Council for the possible transfer of the lease of Dailly Community Hall (or new lease with the Bargany Estate) to the Trust plus arranging any Public engagement in decision making once the business plan is completed.
- Facilitation of local community consultations, community engagement events, communications, updates and meetings.
- Completion of project business plans and community development plans arising from the 2022 Dailly Community Action Plan & decisions taken by the Board of Trustees.
- Preparing, submitting and securing funding applications.
- Preparing and presenting reports and attending meetings with and/or on behalf of Dailly Community Development Trust SCIO.
- Co-ordinating and supporting the community and its volunteers to drive forward the ambitions for the community, including applying for external funding, where appropriate.
- Facilitating project development, especially those developing sustainability and ensuring future-proofing of facilities.
- Managing community projects, monitoring and outcome reporting.
- Supporting the increase in organisational capacity, including governance support, increasing Membership numbers, policy development, relevant training provision and technology and communications support.
- Maintaining and increasing the profile of Dailly Community Development Trust SCIO
- Working with the Associated Groups of the Dailly Community Development Trust to assist funding applications & to increase organisational capacity.
- Any other reasonable duties as required within the scope of meeting the organisational objectives as set out by the Board of Trustees.
- To organise the Dailly Annual Gala & Christmas Lights, coordinating a group of volunteers to deliver these events.
- To assist the Trust Treasurer to complete annual accounts for the Trust & arrange for external verification/audit prior to the AGM each year.

TIMESCALES

- 1) Tender deadline is 5pm on the 22nd September 2023,**
- 2) Shortlist prepared by the 29th of September 2023,**
- 3) Interviews by appointment w/c 2nd October 2023,**
- 4) Start date ASAP after the 9th of October 2023 (subject to negotiation).**