



JOB DESCRIPTION

JOB TITLE: DEVELOPMENT OFFICER (Scottish Borders)

Terms and Conditions

Salary: £28,275 (14.50 per hour)
Hours: 37.5 hours
Holidays: 23 days per year, plus 8 statutory (pro-rata)
Reporting to: Manager
Based: Based in Scottish Borders but working from home.

This post is funded by the Scottish Borders Council through its Cost of Living Fund for one year with the possibility of further funding for a period of two years.

Job Outline

The Development Officer will be responsible for promoting credit union services to employers within the Scottish Borders. The successful applicant will also work with partners, stakeholders and community groups and general public to promote the benefits of credit union membership.

Person Spec

- Target driven self-starter.
- Computer literate – experience of databases, Microsoft Office.
- Social Media skills using Facebook and X to promote and communicate with members.
- People person – able to deal with more vulnerable adults.
- Good communicator, verbal, written and over the telephone.
- Confident dealing with members and key strategic partners.
- Experience of the Third Sector desirable.
- Driver, own transport.

Job Spec

- Increase membership of the credit union in the area.
- Research businesses and community organisations in the area.
- Develop a Marketing plan for promotion of services within the Scottish Borders.
- Establish and develop a contact database.
- Make contact and develop relationships with local businesses and community groups to promote the services of the credit union.
- Attend promotional events in the area.
- Attend training or information sessions with community groups, SBC teams and others, to work with clients living or working in the area who would benefit from credit union membership.
- Develop and maintain relationships with key partners such as CAB, Foodbank, Housing Associations and Scottish Borders Council.

Main Job Tasks

Promotion

To promote the services and products of the credit union to public and private employers and to their employees.

Attend events throughout the area, raising public knowledge and awareness of credit union products and services.



Training

Attend training or information sharing sessions with Council teams and key workers helping beneficiaries living in the area, to educate them about how the credit union can assist clients they are working with.

Developing Partnerships

Develop working relationships with workers from stakeholders and partners to ensure that credit union information is always available, and to deal with referrals as required.

Administration

You will be required to do administrative tasks as required to support the development of the credit union.

Work with Volunteers

Recruit, arrange training and provide support for new volunteers in stakeholder offices, as required.