

Job Description: Community Development Officer – Denny and District



Important Information

POSITION:	Community Development Officer
SALARY:	£27,000, (plus 6% pension contribution), pro rata
HOURS:	21 hours, (working flexibly with some evenings and weekends)
DURATION:	18 months (January 2024 – June 2025)
LOCATION:	Falkirk and working remotely within the Denny and District area.
REPORTS TO:	Team Leader

Overview

Funded by Foundation Scotland, CVS Falkirk has created a new role and a unique opportunity to work within the communities of Denny, Dunipace, Dennyloanhead and Head of Muir to build capacity, encourage and increase community engagement, volunteering and participation by local people for local people.

The Community Development Officer will provide capacity building support including volunteer management, community leadership, and tailored organisational development support to local third sector groups and organisations as well as working with the local communities to support their aspirations into successfully delivered community projects and events.

Main Purpose of Post

Through a place based approach, the Community Development Officer will support and be a catalyst to increasing community activity in Denny, Dunipace, Dennyloanhead and Head of Muir, building on residents' skills and knowledge, and stimulating community capacity and increasing volunteerism amongst new and existing community groups.

Providing community engagement and development opportunities to support new and existing groups to collaborate and take their ideas forward, bringing to fruition key community projects, and contributing to the local Community Action Plan.

Key Tasks and Responsibilities

- Provide volunteering management and recruitment support to local groups.
- Encourage volunteering by supporting residents to connect and strengthen existing community activities and associations.

- Encourage informal groups and associations to build relationships and encourage collaboration and partnership working.
- Provide start up support to new groups including terms of reference, drafting constitution, establishing management committee, setting up bank accounts, charitable registration etc.
- Provide general capacity building and training to incubate and support groups and individuals to take community development processes and projects forward in Denny and District. Capacity building support encompasses volunteer management, governance, funding, organisational development, community engagement, organisational development.
- Engage with local groups to identify resources, training and support needed to pilot new activities within safe and appropriate venues.
- Support community groups to develop projects and activities, submitting and securing funding through Foundation Scotland as well as other national and local funding streams.
- Support local groups and organisations, to re-engage with members and volunteers and to re-start activities and services.
- Support and enable collaboration with new or existing groups or organisations to seek to develop new projects and activities for all ages and abilities.
- Support the local third sector to host community engagement events to encourage volunteering, participation and contribution to the ambitions and outcomes within the Denny, Dunipace and Dennyloanhead Community Action Plan 2021 - 2030.
- Encourage groups to seek CVS Falkirk & District membership to access resources, third sector forums and networks and events to further support community development and projects as well as development a lasting (legacy) relationship with CVS Falkirk & District.
- Promote equality of access and inclusion in all activities.

General Duties

The organisation reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the project. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties. All employees are expected to be professional in the discharge of their responsibilities and particularly:

- Manage a personal workplan and prepare progress reports directed by the Line Manager.
- Regularly update operational systems in relation to all relevant work activity.
- Prepare regular information updates for publication on website and through ebulletin.
- As a team member, collaborate and work together on tasks/projects as demand dictates.
- Contribute fully to the smooth running and professional operation of CVS Falkirk & District.

- Handle sensitive / confidential matters in a professional manner, internally and externally.
- Compliance with all organisational policies, and all legal obligations, relating to duties.
- Maintain a best value culture and support the organisation’s vision and values.
- An ambassador for CVS Falkirk & District, promoting its vision and values.

Person Specification

Technical knowledge and expertise	Essential or Desirable
Knowledge of the third sector, the challenges and issues affecting the sector	E
Knowledge of Community Empowerment (Scotland) Act 2015	E
Knowledge and understanding of Place Based Approaches	E
Demonstrable experience of working within communities with a diverse range of stakeholders.	E
Knowledge and experienced in managing volunteering programmes	E
Knowledge and experience of providing capacity building support including fundraising, governance, business planning	E
Knowledge and understanding of Project Management principles	D
Experience of creating communications solutions and activity	D
Confident in using MS Office packages such as Outlook, Word, Teams, PowerPoint	E
Driving Licence and access to a car	E
Understanding of the third sector and the environment within which it operates	
Knowledge of Community Wealth Building Principles	D
Knowledge of Community Empowerment (Scotland) Act 2015	D
Knowledge of the Denny, Dunipace and Dennyloanhead Community Action Plan	D
Knowledge of the Falkirk & District area, particularly Denny and District	D
Experience and understanding of fundraising in the third sector	D
Effective Interpersonal Style	
Personal commitment to organisational excellence – displaying honesty, integrity and a strong sense of ethics in all decision and actions	E
Values diversity and promote equality within all aspects of working	E
Positive working relationships with colleagues, stakeholders and strategic partners	E
Excellent skills, experience and confidence to facilitate workshops, and networks	E
Personal commitment to volunteering	D

Strong engagement and facilitation skills	E
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