



## Job Description

**Title:** Community Development Officer (CDO)

**Based:** Loch Torridon Community Centre

**Reports to:** Chair of Torridon and Kinlochewe Development Plan sub-group

**Salary:** £33,000

**Hours:** 37.5 (job share possible)

**Contract:** Fixed term to 31<sup>st</sup> March 2025 (possible extension depending on funding)

### Background

Torridon and District Community Association (TDCA) has obtained funding to employ a development worker to support the directors to take forward work on the Community Development Plan

[https://www.tkcc.scot/files/ugd/b1efaf\\_3f02504567a345fe9acc31ecd991396e.pdf](https://www.tkcc.scot/files/ugd/b1efaf_3f02504567a345fe9acc31ecd991396e.pdf)

TDCA, Torridon and Kinlochewe Community Council and other community groups have invested hundreds of volunteer hours in producing this plan, which was finalised in March 2023. TDCA has already started work on taking forward key priorities, mostly notably the employment of a firm of consultants to undertake a feasibility study into repurposing Torridon Primary School and bringing back into use the former playpark and larger site of which it is part.

The development opportunities brought about by the development plan far exceed the volunteer time and skills available. Additional resources are needed if we are to maximise the opportunities to address inequalities, support economic growth and bring about measurable improvements to the environment, all of which will increase local resilience and begin to address some of the issues brought about by rural depopulation. After all the effort put in so far, it is vital our communities start to see improvements in the area within a reasonable timespan. TDCA has set up a volunteer sub-group to spearhead the work and the development officer will be expected to work closely with this group.

### Purpose of the post

To support TDCA to take forward priorities in the Community Development Plan and to respond to new priorities that may emerge.

### Tasks

Clearly, not all the Development Plan priorities can be taken forward in year one and on appointment the sub-group will work with the development officer to produce a one-year action plan with clear deliverables. These will likely include:

- Finalising the Local Place Plan, including support to consultations with the community and local councillors;
- Depending on the final decision of TDCA, preparation of a formal request for a CAT and of the stage two application to the SLF for the repurposing of Torridon Primary School, and producing and implementing a funding strategy for the necessary associated renovation work;
- Working with partners, including but not limited to the Community Housing Trust, to develop a strategy to address the deficit of affordable housing in the area and explore new and innovative ways of addressing this need;
- Depending on the final decision of Community Out West Trust and the Kinlochewe Community Alliance, support their application for a CAT of the local shop in Kinlochewe and their raising the necessary funds to undertake repairs and renovations;
- Working with the sub-group to produce concrete plans to take forward other key priorities, including where necessary undertaking further outreach to the community;
- Working with the sub-group to produce a funding strategy that will cover both key priority actions and the need for long-term development support, this should include both the

preparation of funding applications and the development of income streams that can lead to long-term sustainability;

- Investigating relevant new issues that may arise and making recommendations to the sub-group;
- And if time allows, work on a selected number of other issues identified in the Development Plan, possibly including a feasibility study for a community take-over of the campsite; work on community composting, recycling hub and local food production; and in conjunction with other organisations working on environmental issues (Woodland Trust, NTS, NatureScot, Wester Ross Biosphere, Maerl Friends of Torridon, Ben Damph estate etc) the production of an overall environmental strategy for the area.

In addition, the development officer will:

- Provide secretariat for working groups (school, environment etc);
- Draft reports (eg to TDCA and to funders);
- Develop a range of communications materials to keep the public informed of work on the Development Plan, including progress on Torridon school and Kinlochewe shop;
- Liaise with other community organisations and partners in the area and where appropriate co-ordinate with them on issues of common concern.

### **Outcomes expected**

The outcome of the first year's work should be an achievable and sustainable pathway for realising the key priorities in the Development Plan, resulting in greater community resilience. Specifically, over the initial one-year time-frame of this post this will include:

- A Local Place Plan in line with Scottish government legislation, which will then ensure that local priorities are considered in government decision making, as well as enabling us to access further resources;
- Depending on the final decision of TDCA, tangible progress on re-purposing Torridon school and playpark, including a successful CAT, the securing of SLF stage 2 funding, and a clear plan for a long-term sustainable project that will deliver economic and social benefits to the area;
- A clear strategy for increasing the supply of affordable housing in the area, and thus addressing one of the key brakes on local economic development and a driver of rural depopulation;
- Depending on the final decision on Kinlochewe shop, a viable, high-quality village shop.

### **Conditions of work and in-work benefits**

- The post will be based in Loch Torridon Community Centre. We will offer a flexible approach to home working but it is important to note this is a new post and significant time will need to be spent in Torridon in order that the post-holder can get to know the community and vice versa;
- Working hours will be 37.5 hours per week. Job-share applications and secondments will be considered;
- Some evening and weekend work will be required and time off in lieu will be offered;
- The standard paid annual leave entitlement is 30 days (inclusive of public/bank holidays) per calendar year;
- Membership of NEST workplace pension scheme;
- TDCA is a living wage employer with a fair work first policy and would be happy to share this with potential candidates;
- We would be very glad to discuss any accessibility adjustment requirements and associated in-work support that may be needed to ensure a positive and inclusive workplace;
- TDCA takes a proactive approach to staff development, and seeks to provide staff with training and development opportunities.

### **Person specification**

We are looking for a highly driven and capable individual, experienced in community development, local engagement and project development who is able to build and sustain good working relationships with a range of stakeholders. The following are the essential and desirable elements for candidates for the CDO role and in your application and the interview process we will expect you to provide examples that demonstrate how you meet these. This will inform scoring of applications.

### **Experience:**

#### *Essential*

- Project co-ordination and support.
- Carrying out project development and delivery.
- Working with communities and community organisations (either in paid or voluntary capacity).

#### *Desirable*

- Working in the public and/or voluntary sector, where funding conditions apply.
- Previous experience of developing funding proposals and reporting to donors.

### **Education:**

#### *Essential*

- Degree in relevant subject, or demonstrable experience of learning at this level.

### **Skills and abilities:**

#### *Essential*

- Able to identify, organise and prioritise tasks in order to achieve project objectives, meet deadlines and respond to emerging needs.
- Excellent written and verbal communication skills with a variety of audiences.
- Strong team working skills and a flexible approach to handling changing work demands as part of a team, including setting realistic expectations on what can be sustainably delivered by yourself and others.
- Proficiency with intermediate IT skills including MS Office, and able to pick up basic use of website content management (e.g. WordPress).
- Financial literacy: able to develop budgets, track income and expenditure and undertake financial reporting.

### **Knowledge and understanding:**

#### *Essential*

- An understanding of the pressures and challenges facing remote communities.

#### *Desirable*

- Relevant knowledge that would be of benefit in carrying out project work in any of the following: community ownership; community share schemes; housing provision or management; environmental management; sustainability/climate change impacts.

### **Other requirements:**

- The role will involve travel for meetings throughout the Torrison and Kinlochewe area and occasionally further afield. Either a valid driving licence and use of a vehicle or the ability and willingness to make other suitable arrangements for travel will be required (allowing for any reasonable adjustments/support needs being met).