

**Dalavich Improvement Group Job Description**

**Job title** – Community Development Officer

**Location** – Home / Office

**Employer** – Dalavich Improvement Group

**Report to** – Chairperson

**Description of business** – Dalavich Improvement Group (DIG) was incorporated in 2002 as a Scottish Charity and Company Limited by Guarantee. DIG's operating area includes the villages of Dalavich and Inverinan, and the hamlets of Kilmaha and Lochavich.

DIG's purpose is:

- To manage community land and associated assets for the benefit of the Community and the public in general
- To provide, or assist in providing, recreational facilities, and/or organising recreational activities, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community
- To advance community development, including rural regeneration within the Community
- To advance environmental protection or improvement including preservation, sustainable development and conservation of the natural environment, the maintenance, improvement or provision of environmental amenities for the Community and/or the preservation of buildings or sites of architectural, historic or other importance to the Community.

**Purpose of appointment** – The role of Community Development Officer will take responsibility developing and delivering a range of community projects and events in the villages of Dalavich and Inverinan, and the hamlets of Kilmaha and Lochavich.

The post holder will review the 2016 – 2021 Community Action Plan and undertake a community consultation exercise to identify and prioritise actions for the community. A review of existing and potential community assets will be a key output for the post as will identifying and securing funding for projects, asset acquisition and improvements. The postholder will promote volunteering and participation in events in the Dalavich area.

The post holder will be supported in this role by a board of volunteer directors drawn from the local community and possessing a wide range of skills and expertise. Line management will be to the Chairperson. The contract will be awarded for a fixed period of one year but may be extended if agreed targets and outputs are delivered.

**Key responsibilities**

1. Review existing and potential community assets in the area and develop a plan for asset improvement and, or acquisition including; consulting stakeholders, assessing feasibility, securing funding
2. Review the Community Action Plan in consultation with stakeholders, DIG members and the wider community
3. Develop a prioritised action plan for the delivery of key outcomes from the Development Plan review
4. Assess the feasibility of improving the resource efficiency of domestic properties in the area

Dalavich Improvement Group. (DIG)  
Inverinan, Lochavich, Dalavich, Kilmaha

5. Promote DIG membership, volunteering and participation in community activity in the area
6. Develop relationships with other communities developing similar projects and explore the potential for cross boundary working and collaboration
7. Monitoring and evaluating the performance of the Development Officer project by agreed methods and measures of success
8. Undertake any other task commensurate with the sustainable development of our communities

**Qualifications, skills and experience**

- A relevant degree 2:1 or higher or significant experience in community development / regeneration
- Experience of community consultation and ability to process and deliver
- Understanding and experience of community asset acquisition and development including funding, business planning, feasibility and sustainability
- Understanding and experience of putting on events
- Understanding and experience of volunteer recruitment and management
- Knowledge of the funding landscape and demonstrable ability to secure external funding for projects
- Knowledge of the Dalavich and Inverinan, and the hamlets of Kilmaha and Lochavich area
- or experience of working in similar communities
- A creative and flexible approach to tasks including the ability to delegate and work independently
- Excellent IT skills including Microsoft office, social media and Wordpress would be an advantage
- Experience of monitoring and evaluating tasks and projects

**Hours**

Expected hours are 21hrs per week flexible working and job share will be considered additional hours and some weekend working may be required. There is the potential of rising to 28 hours per week after 6 months

**Salary** - £28,000 to £35,000 pro rata depending on skills and experience.

**Annual Leave**

There is an annual leave allowance of 20 days per annum pro rata, in addition, all staff receive 8 public holidays per annum pro rata.

**Application Process**

To apply for the position the Community Development Officer please submit your CV by email to [DIGFinance@dalavichimprovementgroup.org](mailto:DIGFinance@dalavichimprovementgroup.org)

Closing date for receipt of applications is 12 noon on the 17<sup>th</sup> July 2024, interviews will be week commencing 24<sup>th</sup> July 2024.

**Additional Information**

For informal enquiries regarding this position please contact Carol Thomas, Treasurer Dalavich Improvement Group

T: 01866 844160 / 07787 512122

E: [digfinance@dalavichimprovementgroup.org](mailto:digfinance@dalavichimprovementgroup.org)

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