



Job Description

Community Development Manager

Contract

Fixed Term	-	36 months
Hours	-	22.5 hours per week (including some evening and weekend work)
Basis of Work	-	Flexible working including potential for some element of home working (subject to discussion)
Salary	-	£18.50 per hour £21,645 per annum *
Annual Leave *	-	165 hours per annum (equivalent to 22 days)

* pro rata to full time 37.5 hours per week

Job Purpose

Overview

Reporting to the Board of Directors and Trustees, the role of the Community Development Manager is to lead the Trust in the delivery of our key priorities to make Clackmannan a better place to live, work and visit.

The Community Development Manager will lead a small team and be the focal point for community engagement and profile of the Trust, exploring options for service delivery and enhancement, and grant funding opportunities.

Strategy and Leadership

- To work with wider local partners in the voluntary, third, and public sectors to support the delivery of the Community Action Plan.
- To explore opportunities for the Trust to expand and enhance the services that it offers to the local population and visitors.
- In conjunction with the Board, develop and deliver an agreed Development Strategy, linked to the Community Action Plan.
- To build new and strengthen existing social connections in the community.
- To represent the Trust at events and meetings.

Community Engagement

- To interact with community groups, residents, and stakeholders.
- To engage and develop the number of volunteers required to support the Trust's activities.
- To develop and deliver a programme of community events.

1 Main Street, Clackmannan FK10 4JA

Tel: (01259) 219473 | Web: www.clackmannancommunity.org | Email: www.clackdevtrust@hotmail.com



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DEVELOPMENT
TRUST

- To produce a bi-annual community newsletter, and monthly bulletins.
- To promote and market the Trust, using a range of media.

Governance

- To work with the Board of Directors to ensure that the Trust meets all its legal obligations.
- To develop, maintain, and enhance all policies and procedures governing the Trust's activities.
- To provide the Board with regular reports regarding performance and delivery of services against the Development Strategy.

Staff Management and Leadership

- To manage and lead a small staff (currently two) in the delivery of the Trust's objectives.
- To maintain good communication, consultation, and decision-making structures with and amongst staff.
- To support staff development and capability through regular assessment, training, and performance.

Finance

- To identify funding opportunities and prepare funding applications to secure the financial wellbeing of the Trust.
- To interact with Funders and provide information on costs and delivery of projects.
- To work with the Treasurer on the day-to-day financial management of the Trust, ensuring that financial controls and processes are adhered to.

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Person Specification – Skills, Knowledge, and Experience

Essential

- Knowledge and understanding of the grant funding application process.
- An understanding of partnership working, and the ability to work with, and lead, a range of partners in the third, voluntary and public sectors.
- Experience of organising and participating in events.
- Good written and verbal communication skills.
- The ability to work as part of a team, as well as on your own initiative.
- Ability to manage time effectively, work to deadlines, and work outside normal hours when necessary.
- Conversant and competent with IT systems and social media.
- Experience of developing and delivering a range of projects and services.
- An ability to enthuse, motivate, and inspire others to contribute more effectively to the regeneration of their communities.

Desirable

- 2 years' experience in a similar role.
- Experience of the challenges faced by voluntary organisations within an increasingly complex funding environment.
- A knowledge and understanding of the issues facing communities.
- Experience of managing staff.
- Experience of working with volunteers and committees.
- Experience of managing a community website.
- Experience of financial management.

If you require further information please contact Peter Goodsir, CDT Chair. Email peterpeter87@hotmail.co.uk or telephone 07876 783882