Community Development Officer
(Just Transition)
Job Description

Post: Community Development Officer

Focus: Just Transition

Salary: **tsi**MORAY Salary Scale AP 4 Spinal Column Points 27-30 (£28,242-£31,099 per annum pro-rata) (pay award pending)

Hours: Part time (16 hours/week, i.e.: 0.5 of a full time post)

Duration: Currently funded to 31 March 2025, with potential for extension

Responsible to: a designated member of the Leadership Team of **tsi**MORAY

Responsible for: supporting the development, implementation and evaluation of community led projects applying to the Just Transition Participatory Budgeting Fund in Moray

Main Purpose of the Post

Working with partners in Moray and across the North East to support the development, implementation and evaluation of community led projects applying to the Just Transition Participatory Budgeting Fund. To encourage and support the Third Sector and wider communities, including community groups, voluntary organisations, social enterprises and individuals to engage with Moray's just transition from fossil fuels, with a specific focus on:

- encouraging and supporting the development of community led project proposals championing a just transition from fossil fuels to the Just Transition Participatory Budgeting Fund and other funding sources
- supporting the implementation, monitoring and evaluation of successful proposals, including supporting the preparation, submission, collation and analysis of reports on their delivery and impact
- engaging with colleagues, partners and stakeholders, in Moray and beyond, to promote Just Transition and the Participatory Budgeting Fund, while promoting community development approaches.

Post Holder's Key Tasks and Responsibilities

Supporting the development, implementation and evaluation of projects

- developing positive professional relationships with third sector organisations and public sector agencies

- building community capacity to engage with and further a just transition. This will include supporting capacity-building of existing groups and initiatives, as well as the development of new ones, including through:
  - supporting their development and their ability to initiate inclusive new projects, and to increase their impact
  - facilitating access to resources through grant-funding
  - signposting to other funding information and opportunities
  - supporting the development of funding applications, including through facilitating joint applications where appropriate
  - providing knowledge, support and assistance, including through organising and facilitating learning & development opportunities and facilitating access to knowledge, practical training and tools
- facilitating communication, learning, co-operation and collaboration between third sector organisations and between them and public sector agencies, and between staff and volunteers of all sectors;
- sourcing, managing and disseminating information to help ensure projects remain well informed about developments affecting their operating environment, effectiveness and sustainability;
- identifying, assessing and responding to projects' communication, development and training needs using a range of appropriate methodologies, including developing, organising and/or facilitating learning and development opportunities, such as seminars, workshops, forums, network meetings and training events;
- supporting the development of self-sustaining good practice at community level, sharing the learning within the third and public sectors to facilitate replication, resource sharing, and partnership working;
- monitoring and evaluating progress, including supporting projects funded by the Just Transition Participatory Budgeting Fund with the production of outcome focused reports and evidence;
- adopting community development approaches to develop self-sustaining support processes to help avoid over-dependency on the role and help ensure sustainability
- providing guidance and support to new, emerging and established initiatives on a broad range of topics and activities, including:
  - organisational structures, planning and development;
  - promotional activities;
  - sourcing and applying for funding;
  - identifying, assessing and responding appropriately to opportunities, risks and challenges;
  - monitoring and evaluating social impact;
  - income generation;
  - developing and managing enterprising activities, including financial planning and reporting;
  - monitoring and evaluating environmental, social and economic impact;
  - supporting the identification of gaps and opportunities in service availability, and the development of community led services to address them;
- facilitating community access to specialist advice, resources and support, including support from public, private and third sector agencies and funding from other sources.

Other responsibilities

tsiMORAY expects all its staff to:

- develop and maintain appropriate records of their activities and interventions, including inputting and managing information on our recording and reporting Salesforce-based database;
- report on their activities and interventions as required;
- evaluate and review feedback from volunteers, third sector organisations and other stakeholders to inform the development of services;
- support the development and maintenance of appropriate records by others, including organisational databases;
- manage and report on any delegated resource allocation;
- work with the Leadership Team and others to identify and develop income-generation opportunities, including earned income and grant-funded projects;
- develop and maintain a record of protocols and standard operating procedures for all the operations for which they are responsible, as well as ensuring that all operational delivery aspects relating to this post are known and understood by the Leadership Team and the Administrator(s), in order to avoid over-dependency on individual staff members.

Self-management

tsiMORAY expects all its staff and volunteers to:

- develop constructive relationships and communicate effectively with internal and external colleagues, both paid staff and volunteers;
- know, adhere to and promote **tsi**MORAY's policies;
- participate in learning activities and performance development as required;
- recognise their own strengths and areas of expertise and use these to advise and support others;
- recognise their own areas of development and seek the advice and support of others;
- fulfil any other duties that may reasonably be requested from time to time.

This job description is a general statement of the duties and responsibilities associated with the post. It is subject to periodic review and change to reflect the changing nature of the post and the needs of the organisation.

Person's specification

Skills and abilities

Essential

- Excellent organisational and planning skills
- Demonstrably excellent communication skills (verbal and written)
- Excellent interpersonal and relationship building skills
- Ability to work on own initiative, without on-going supervision
- Able to manage competing priorities within tight deadlines
- A creative and innovative approach to project development with the ability to identify gaps and opportunities
- Proven ability to generate interest in, plan, develop, promote, secure support and funding for projects, including community initiatives, social enterprises and partnership development
- The ability to bring people together to agree and work towards common goals
- Facilitation skills
- Strong understanding of outcome focused evaluation processes
- Skilled in the use of Microsoft 365 (particularly Word, Excel and Outlook)
- Ability to attend and participate in meetings and events across and beyond Moray, including potentially during evenings and weekends

Desirable

- Competent in the use of other computer software packages (particularly Microsoft Teams, Zoom and Salesforce)

Experience

Essential

- Participating and/or leading multi-agency, cross-sector partnership working
- Working and engaging with a wide variety of people, from a range of organisations and backgrounds, adapting approach accordingly
- Experience of operating within a complex and fast-moving environment
- Experience of managing information

Desirable

- Experience of working or volunteering within a third sector setting
- Experience of marketing and/or promoting services

Knowledge

Essential

- An awareness and background knowledge of the Third Sector
- Knowledge and understanding of support available for the third sector, including funding sources

- Knowledge and understanding relevant to the development and management of enterprising activities, including financial planning & reporting, and monitoring & evaluating economic impact

Desirable

- Knowledge and understanding of good governance, and of charity, Human Resource and other relevant legal regulations
- Knowledge and understanding of the voluntary, community and social enterprise sectors in Moray
- Understanding of wider relevant social policy both in the UK and beyond
- Knowledge and understanding of Community Planning

Training and Qualifications

Essential

- None[1]

Desirable

- A relevant further or higher education qualification

Other

Essential

- Committed to the work of the Third Sector
- Committed to a community development approach (enabling, empowering, and inclusive)
- Committed to equality and diversity
- Flexible approach

Desirable

- Understanding and knowledge of:
    - the Moray area (geography)
    - the Moray area (voluntary, community, public and social enterprise sectors)
    - the Moray area (community profile)

---

[1] We recognise that many people who have no formal qualifications find a path to working in the Third Sector. In keeping with our commitment to equal opportunities we do not wish to present unnecessary barriers to those who can demonstrate their ability to meet all essential (and many desirable) criteria for this post