

## Loaningdale Job Advert

### Logo

#### Development Officer

Average 3 days per week

£35,000 pro-rata

Closing Date: 30 September 2024

### Job Description

#### Development Officer

Salary: £35,000 pro-rata

Fixed Term: 4 November 2024 - 30 October 2026

Hours of Work: 21 hrs per week (on average) including some evening and weekend work.

Annual Leave: 25 days per year plus 10 public holidays

Location: It is expected that the post-holder will work from home, and therefore must have internet access, must be contactable by phone, but will also require to travel to meet anywhere in the Clydesdale area so must have a current driving licence, car and appropriate insurance for business purposes.

Responsible to: The post-holder will report to a nominated Loaningdale Trust Board member.

Additional: The post-holder will require to undergo a successful PVG application through Disclosures Scotland.

### Background

The Loaningdale Trust helps young people under 25 through grants to individuals, schools and community groups within the geographical area of the former Clydesdale District. The Trust operates under Scottish Charity laws. Last year the trust made around 60 grants totalling over £100,000 for a wide range of purposes including set up costs, equipment, trips, and recreational activities. The trust also provides annual block grants to each of the four local secondary schools.

### Job Purpose

The purpose of the role is to help the board develop its grant making procedures and to broaden awareness of its activities among its target group.

### Main Duties and Responsibilities

- Compile a document covering the history of the Loaningdale Trust, its structure, functions and procedures which will act as an induction pack for new trustees
- Ensure that the trust's website is up to date, reflects the range of activities that it funds and that it is functioning effectively in terms of online applications

- Create and manage a social media presence for the trust
- Provide information to applicants and, if required, assist them to complete applications
- Develop a relationship with local secondary schools primary schools learning community (the feeder primary schools for each of our local secondary schools)
- Engaging with recipients of awards to record statistical and qualitative information on the benefits and outcomes of grants realised
- Develop links for the trust with South Lanarkshire Council's youth organisations and its partner agencies within the Clydesdale area
- Report to the Loaningdale Trust Board on the progress of these functions, in particular at its meetings
- Liaise with the Company Secretary in connection with the above functions and assist them with preparation/arrangements for board meetings

### **Essential/Desirable Knowledge and Experience**

Some experience of dealing with community organisations is desirable. This could include for example: having been a volunteer, serving on committees, helping develop community activities. Experience of websites/social media pages/researching and preparing formation packs is also desirable

### **Skills and Abilities**

- Ability to connect with and foster collaborative working relationships with community groups, public and third sector partners, and board members
- Good written communication skills, in particular the potential of social media
- Flexibility and a proactive attitude with the ability to motivate and empower others
- Good time management and organisational skills.
- Attention to detail and accurate record keeping
- Able to work under own initiative and seek out necessary information from appropriate sources

### **Qualifications**

There are no specific essential qualifications required for this role but any formal qualifications in the following areas may be an advantage: youth and/or community work, community planning, social policy/science, marketing, web site development.

### **Equal Opportunities**

The Loaningdale Trust aims to be an equal opportunities employer. Please tell us if you have access needs for the recruitment process