



## **Crieff Community Trust - Development officer job spec**

Part time freelance/ contractor role.

Initially funded to the end of July 2025 at c. £2,500 to £3,000 a month.

Some funding is available for the following 2 years but will require match funding to be obtained.

Hours negotiable.

Please submit applications to [crieffcommunitytrust@gmail.com](mailto:crieffcommunitytrust@gmail.com) by noon **Friday 31 January**.

Interviews will be held 6/7 February.

[Development officer application form](#)

### **CCT Development Officer role and responsibilities**

Responsible to the board of trustees as a whole, line-managed by the chair.

The role of the CCT Development Officer will be to work closely with our trustees, members, volunteers, other community groups, public bodies and the people of Crieff to deliver our key priorities and to help us make Crieff a better place to live, work and visit.

### **End vision and outputs / outcomes of the role**

CCT is a key anchor organisation in Crieff. Over the last 12 years we believe that CCT has proved we can really punch above our size and deliver for our community. The role of the development officer will be to coordinate the trust's projects, take the lead on fundraising efforts and run the trust day to day, freeing up the volunteer trustees to work on the projects themselves. We are also currently seeking future funding for this role, as well as looking for funding to support our annual core costs such as insurance, accountancy, web sites, Xero subscription etc. which amount to c. £8,000 per year. The end vision is that in 10 years time CCT is thriving and continuing to work for the benefit of Crieff.

### **Key roles - will change as projects develop**

- To organise fundraising, finding funders and preparing applications, initially:
  - To construct a new path linking TBW to Lady Mary's walk along the recently acquired dismantled railway
  - To lead on fund-raising to support Sustrans funding for Crieff to Comrie path
  - To find core funding for CCT annual costs and staff salaries
- To promote and manage Can Do Crieff our coworking space with a light touch, showing new members around, managing invoicing etc.
- To build CCT membership and encourage volunteer participation eg in Path's group work, including promotion of CCT activities on social media and twice yearly newsletter.

## **Responsibilities**

- Play a key role in the development of CCT.
- Develop and refresh policies and procedures.
- Work with the Board of Directors to ensure the organisation meets all legal and governance requirements.
- Develop and maintain effective working relationships with the Board of Directors
- Support the delivery of CCT strategic plans set by the Board
- Report to CCT monthly board meetings
- Frequently interact with community residents and stakeholders and help build new and strengthen existing social connections in the community
- Identify funding opportunities and prepare funding applications
- Work with wider local partners
- Help develop innovative approaches to encourage local residents to become involved in their local area, grow membership of the trust and regular volunteers.
- Manage assigned work projects within allocated time scales
- Monitor and report to grant funders
- Contribute to the promotion and marketing of CCT and be responsible for producing bi-annual newsletter and managing social media and websites.
- Together with the Board of Directors, develop a financial strategy which will support the design, delivery, and development of a range of high-quality projects.
- Ensure that all necessary monitoring and evaluation of finance is undertaken.
- In conjunction with the Board, ensure the proper strategic and day-to-day financial management of the organisation, including budgeting, risk management, monitoring and effective controls and the preparation of regular reports.
- Ensure effective processes and financial controls
- Agree budgets across all services with the Treasurer of the Board of Directors
- Provide financial projections against agreed budgets as required
- Ensure that regular financial reports are produced for the Board of Directors
- Ensure that all service and project budgets are well-managed and monitored, delegating responsibilities as outlined in staff individual project plans

## **Person Specification - Skills, Knowledge and Experience**

### **Essential**

- The ability to work as part of a team as well as on your own
- Knowledge and understanding of the grant funding application process
- An understanding of partnership working
- Experience of organising and participating in events
- Good written and verbal communication skills
- Ability to manage time effectively, work to deadlines and willingness to 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 other 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
- Business enterprise skills

- A knowledge and understanding of the issues facing communities
- Experience of working with volunteers and committees
- Managing a community website
- Experience of financial management

If you require further information please email: [crieffcommunitytrust@gmail.com](mailto:crieffcommunitytrust@gmail.com)

## **CCT Background**

[Crieff Community Trust](#) was established in 2013 as a group of volunteers working together to bring about improvements in the physical, economic and social environment of Crieff, a town of about 8,000, 20 miles north of Stirling and west of Perth. We are a membership organisation and a charitable company limited by guarantee.

We work in partnership with other community groups, local and national government and other organisations on a number of projects identified through consulting our community on a continual basis. We recently updated the [Crieff Community Action Plan \(2021-2026\)](#) which will guide our work for the next 5 years and beyond. All our projects undertaken to date came about as a result of community consultation and the first [Crieff Community Action Plan \(2013-2018\)](#).

## **Our Vision:**

A proud, united community working together to achieve its potential.

## **Our Mission:**

- to work together to bring about improvements to the physical, economic and social environment of Crieff
- to listen and respond effectively to the needs of the community
- to enrich and contribute to the prosperity of people's lives
- to enhance and develop a network of local organisations
- to put the unity back into community

## **Our impact and track record:**

### **Environment:**

#### **Turretbank wood and Lady Mary's Walk link path**

- Took over ownership and management of a very popular local woodland leading down to the River Earn on behalf of the community.
- Fundraised for and built an all-abilities path through the wood along the Turret Burn. - Ongoing tree surveys and essential maintenance work.
- Tackling invasive species -Himalayan Balsam- over 5 years. Nearly eradicated. - Survey work undertaken to prepare for a new path to link to Lady Mary's Walk, replacing the current path which is difficult and often flooded.

#### **Crieff to Comrie Path**

- Working with PKC Greenspace, Comrie groups and landowners.
- Refining route and design to create a safe, off-road route which will be part of the National Cycle Network and Pilgrims' Way linking St Andrews and Iona. Tourism opportunities as well as huge benefits to the local community.
- Planning approved in May 2022.

## **Town Centre:**

### **Can Do Crieff**

- In 2019 created a coworking hub offering flexible, affordable, professional shared office

space locally in a previously disused space. Generates income for two community groups: our landlords [Strathearn Arts](#), who have renovated the space above and increasingly ourselves.

- Brings people into town centre, creating footfall for local businesses.
- Encourages people to work locally, reducing pollution and carbon footprint from commuting.
- 5 star reviews on Google.

#### Former Drummond Arms Hotel

- The property, which is on the national Buildings at Risk Register, has been left empty and neglected for many years. The community of Crieff voted in the first Crieff Community Action Plan and the Community Right to Buy for the building to be taken into community ownership, to make it safe and be a catalyst for change in the town centre. CCT acquired the abandoned 'B' listed hotel for the community in 2019 and began making the structure safe through Scottish Government Town Centre Funding.
- Created an SPV '[Drummond Arms Regeneration Limited](#)' to manage the project on behalf of CCT and employed a Project Coordinator.
- Currently transferring ownership to PKC

#### Community Anchor:

- Delivered two Community Action Plans
- In 2019 applied for and distributed £40,000 of participatory funding from Scottish Government to over 20 different community groups in Crieff.
- Organising [Uniting Crieff](#) - a forum and framework for collaboration between local groups and community organisations, including creation of online community database, calendar of events, and facilities listing page. Seed funding from Rural PKC LEADER enabled us to begin to coordinate joint funding applications. First joint application with [Building Bridges](#) and PKC social provider and Live Active successful in securing £10,000 of sport's funding. Application to ICF for community cafe made jointly with [Remake](#), [Crieff Connexions](#) and Building Bridges.