

Community Development Officer - Job Description

Post	Community Development Officer
Contract Value	Salary £15,000 (£35,000 pro-rata) plus expenses and a contribution to admin costs Fixed Term 12 months initially, to be extended by a further 24 months pending successful funding awards
Status	Part-time - 15 hours per week (flexible home working) The successful individual will undertake the contract on a freelance basis and will remain responsible for their own tax and national insurance arrangements throughout
Location	Aberfeldy (flexible)
Website	www.aberfeldydt.org
Closing Date	Friday 28th Feb 2025
Interviews	Monday 10th & Tuesday 11th March 2025

Role

Aberfeldy Development Trust is working on a number of exciting ambitious projects for Aberfeldy, Dull, Weem, MidAtholl and Strathtay. Our friendly board is looking for a highly motivated, experienced person to be a Community Development Officer. The Community Development Officer will help our organisation build capacity as we deliver our 5-year Development Plan. We are currently progressing with building affordable housing, a woodland crofts project and require an organized and ambitious individual who can help us achieve our objectives

Background

Established in April 2022, Aberfeldy Development Trust have grown to become a well-represented community led organization. In July 2022 the Trust, in partnership with Perth & Kinross Council commissioned a Housing Needs survey, 87% of respondents supported the need for more affordable housing in the area. Work is about to start obtaining permissions for the first community owned affordable housing site.

We have a growing membership of 200 and a dedicated Board of Directors who have successfully guided the work of the Trust, we require the contribution of a well-organized and ambitious person to help us carry forward our work for our community.

General Description

- Assist the Board to deliver affordable, energy efficient housing projects in the area (working in partnership with specialist Project Managers the Communities Housing Trust);
- Assist the Board to develop and deliver other community projects such as a community energy sources to tackle local fuel poverty;
- Work alongside the Board to deliver the 5-year Management Plan;
- Monitor finances and administration of budgets;
- With the Board, help Identify new funding streams and assist in the preparation of funding applications. Prepare monitoring reports to funders;
- Administer and increase ADT membership, providing information in a variety of formats including at meetings, via press releases and social media; and

- Liaise and work in partnership with local and national organisations to take forward the aims and objectives of the Trust.

Main Duties

Using a Community development approach, to assist the Trust in developing and implementing Trust projects by

- Liaising with ADT community partners, Perth and Kinross Council, Communities Housing Trust and funding bodies including Scottish Land Fund and Rural Housing Fund;
- Supporting the Treasurer in the keeping of appropriate financial records;
- Prepare a quarterly update for members via website/email/relevant social media (Facebook, Instagram, Bluesky);
- Assist the Board to prepare and distribute press releases in various formats e.g. radio, print and tv;
- Assist with the administration and collation of surveys relevant to the work of ADT;
- Coordinate and organize community engagement events ;
- Assist the Board to Identify and prepare applications to a range of funding bodies;
- Prepare monitoring and evaluation reports in accordance with the requirements of our funders
- Develop policies for the administration of the Trust ;
- Attend monthly ADT Board meetings [2hrs evening] and project related site meetings [day or evening] when necessary; and
- any other duties as directed by the Board.

Essential Experience & Skills

- Self-starter – demonstrated ability to work with a high degree of independence within an agreed set of tasks and targets;
- Strong communication skills (verbal and written), ability to write in plain English, and experience of speaking / giving presentations to a wide range of people;
- Excellent IT skills (Microsoft Office, Social Media Platforms, Wordpress, Mailchimp);
- Experience (paid or volunteer) or demonstrable interest in community development;
- Experience of working with volunteers; and
- Experience of applying for, managing and reporting on grant-funded projects.

Desirable Experience, Knowledge & Skills

- Knowledge and experience of working in a community focused organisation;
- Good understanding of the distinctive role of community development trusts in local communities around Scotland; and
- Knowledge of the community empowerment and affordable housing policy contexts.
- Knowledge of Xero accounting software

Qualifications & Additional Requirements

- Valid UK drivers license and access to vehicle (preferable but not essential)

Application Process

Please apply in writing, sending a covering letter, CV and two references to

aberfeldydevelopmenttrust@gmail.com. For further enquiries please contact Carol Laing on 07799 875662 or Gill Steele on 07775865559

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