

## **Job Description**

**Post:** Community Development Officer, Isle of Coll

*This post is funded through the Strengthening Communities Programme (SCP), a Scottish Government programme managed by the Development Trusts Association Scotland (DTAS).*

**Duration:** 3 years from date of appointment

n.b. Year 1 SCP funding secured; Years 2 and 3 agreed in principle but subject to annual confirmation of Scottish budget.

**Start Date:** asap (negotiable)

**Salary:** £32,000 per annum

**Hours:** full time (37 hours per week)

20 days paid leave per annum plus 10 public holidays.

**Reporting:** this role reports to the Board of Directors who meet monthly. A named director will provide support and supervision for this role.

**Location:** An Cridhe, Arinagour, Isle of Coll, Argyll. The post is island-based.

**Background:** <https://www.developmentcoll.co.uk>

**Please submit your CV, with a covering letter, to [manager@developmentcoll.org.uk](mailto:manager@developmentcoll.org.uk) by midnight on Sunday the 13<sup>th</sup> of July.**

Development Coll (DC) is a registered charity established in 2006 to promote the sustainable development and regeneration of the isle of Coll for the benefit of residents, visitors, groups and businesses. The board of directors are all volunteers, elected yearly at our AGM and answerable to the membership and the wider community.

Since 2006, our projects have included:

- Design and build of 'An Cridhe' Community Centre and the Coll Bunkhouse which opened 2012.
- Sustainable management of An Cridhe and Coll Bunkhouse since 2012.
- Installation of a 4G mobile phone mast in 2015.
- Community Housing Project, including RHS Housing Needs Survey, which resulted in ACHA (Argyll Community Housing Association) completing 2 new social homes in 2018.
- A variety of smaller community projects including e-bike rental and electric vehicle charging point.

**Role:**

Development Coll's friendly board of directors is looking for a highly motivated, experienced person to be a Community Development Officer. They will help our organisation build capacity as we work to achieve objectives established through community consultation.

Working from the office at An Cridhe, Coll's community centre, the 3-year role will focus on five main objectives:

- improved community engagement and the creation of an Action Plan
  - get to know the community: open days, events etc
  - work closely with the board of directors on a membership drive
  - develop and improve community communication (website, access to monthly board minutes, social media, drop-in days, direct mail etc)
  - review and improve governance, legal and employment processes; work closely with DTAS and other supporting services
  - work in close partnership with Coll Community Council (CCC) and other island groups, especially on housing project
  - working closely with the Board of Directors, create an Action Plan for the next steps beyond end of SCP funding and communicate that Action Plan to the community by the end of the 3-year post
- community housing
  - working closely with the board of directors, explore housing options for the Isle of Coll, to include appraisal of existing housing stock as well as options for new homes (including co-housing, inter-generational housing, community land purchase, sheltered/ adapted housing for the elderly etc)
  - continue to explore funding options with SLF/RIHF, working closely with Philip Coghill, our SLF rep on the Isle of Tiree
  - forge close partnership with CCC; collaborate and consult with NHS, Argyll and Bute Council etc with a view to exploring all opportunities
  - create a community housing sub-group, reporting to DC, ideally in collaboration with CCC
  - conduct a Housing Needs Survey, and any other necessary consultations (keep surveys to a minimum to avoid survey fatigue)
  - possible off-island visits for information gathering
  - create 'housing route-map' as part of Action Plan for next steps
- renewable energy

- assist directors to investigate solar panels for An Cridhe and the Coll Bunkhouse, with possible CARES funding
- An Cridhe/ Bunkhouse upgrades
  - Following on from community consultation undertaken by Wil Tunnel, explore feasibility of: improved storage, dedicated gym area, bigger laundry, single sex dormitory (and other options/ideas arising)
- Community transport
  - Explore options for ring-and-ride bus or taxi services and implement if feasible.

## Person Specification

### JOB TITLE: Community Development Officer, Isle of Coll

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Qualification and/ or minimum 3 years proven experience in a relevant field: e.g., community development, engagement, fundraising, project management, community housing</li> </ul>	
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with communities to develop programmes and projects with social, cultural, and economic benefits.</li> <li>• Knowledge of a range of community engagement tools.</li> <li>• Third sector experience.</li> <li>• Experience of partnership working with various stakeholders.</li> <li>• Financial and budget monitoring experience.</li> <li>• Fundraising experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the issues associated with working with committees and volunteers.</li> <li>• Experience of organising events.</li> <li>• Community housing projects experience</li> </ul>
<b>Knowledge/Skills/ Ability</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both oral and written.</li> <li>• Excellent organisational skills.</li> <li>• Proven ability in digital</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict management.</li> <li>• Flexibility and ability to learn 'on the job'.</li> </ul>

	<p>technology.</p> <ul style="list-style-type: none"> <li>• Proven negotiating skills.</li> <li>• Proven ability to work under pressure and meet tight deadlines.</li> <li>• Report writing experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing a community website.</li> <li>* Social media skills</li> <li>* Presenting skills.</li> </ul>
<b>Personal Qualities/ Attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Capable of working unsupervised.</li> <li>• Professional, polite, confident and friendly.</li> <li>• Ability to manage time effectively, work to deadlines, willingness to work outside normal hours when necessary.</li> <li>• An ability to enthuse, motivate and inspire others.</li> <li>• Desire to contribute to developing a more sustainable community.</li> </ul>	
<b>Other (specify)</b>		Current driving licence.