

Job Title: Community Development Lead – (Third Sector East Ayrshire)

Location: East Ayrshire

Reporting to: Deputy Chief Executive

Hours: 35 hours per week

Salary: £30,000

Contract Type: Permanent

What You'll Bring

- A passion for community empowerment and the voluntary sector.
- Positive, inclusive, and asset-based mindset—ready to listen, value local strengths, and build confidence.
- Commitment to social justice, mental wellbeing, equality, participation, and supporting organisations to succeed.

Why This Role

- A unique opportunity to work strategically across East Ayrshire, influencing governance, capacity and sustainability in a wide range of community-led organisations.
 - The chance to directly support local groups, helping them apply for key funding (including mental health and wellbeing support), strengthen their impact, and build resilience.
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Job Purpose

Join a network of third-sector partners working collaboratively to enhance local capacity, unlock collaboration, and contribute to community wellbeing.

To strengthen East Ayrshire's third sector by supporting local community and voluntary organisations to enhance governance, build capacity, and secure long-term sustainability. The role involves proactive support in identifying and applying to relevant funding streams—including the Communities Mental Health and Wellbeing Fund for Adults—and delivering one-to-one guidance, training, and organisational development support.

Key Responsibilities

Governance & Organisational Capacity

- Advise third sector organisations on improving governance structures—including trustee recruitment, governance policies, and regulatory compliance.
- Deliver tailored support (one-to-one guidance, workshops, peer-learning sessions) on strategic planning, volunteer management, safeguarding, and leadership.

Council of Voluntary Organisations East Ayrshire Ltd.

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- Assist organisations in developing and applying effective policies, procedures, and operational frameworks.

Sustainability & Development

- Work with organisations to assess strengths and areas for development; support creation of action plans focused on resilience and sustainability.
- Promote collaboration, partnership working, and shared learning across East Ayrshire communities.
- Encourage innovation and support peer networks that foster long-term organisational growth.

Funding Support

- Identify appropriate funding opportunities and guide organisations through application processes: from scoping and budgeting to crafting narratives and monitoring frameworks.
- Facilitate funding workshops, webinars and drop-in clinics; ensure timely updates on grant deadlines and eligibility with a focus on the Community Mental Health and Wellbeing Fund Years 5 and 6.

Community Engagement & Advocacy

- Build strong relationships with local voluntary/community organisations across East Ayrshire.
- Represent the organisation at local partnerships, forums, and third sector meetings.
- Advocate on behalf of organisations with statutory partners and funders, highlighting local needs and sector strengths.

Monitoring, Evaluation & Reporting

- Maintain accurate records of support provided, organisational progress, and funding outcomes.
- Contribute to internal reporting.
- Support client organisations in developing their own monitoring and evaluation systems.

Person Specification

Essential Qualifications & Experience

- Degree in Community Development, Social Work, Sociology, or closely related field.

- Minimum two years' experience working in community development or third sector support roles.
- Track record in supporting governance improvement, funding applications, and organisational development.

Core Skills & Competencies

- Excellent written and verbal communication; confident workshop facilitator and networker.
- Strong project and time-management capabilities.
- Demonstrated ability to form effective relationships with diverse stakeholders.
- Knowledge of East Ayrshire's local governance structures and third sector context.

Desirable

- Experience working with mental health and wellbeing initiatives.
- Familiarity with the Communities Mental Health and Wellbeing Fund for Adults process.
- Delivery of training programmes, capacity-building events, or group facilitation.
- Ability to travel across East Ayrshire and attend community locations as required.
- Clean Driving Licence.