**Strengthening Communities Programme Development Officer**

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| **Post** | Strengthening Communities Programme Development Officer |
| **Location** | This post will cover Strengthening Communities Programme members in the east of Scotland.  It will involve hybrid working from home and office, with travel throughout the country. |
| **Salary** | £38,131 - £40,158 + pension (currently 11.5% employer contribution) The expectation is that we appoint at the entry level of the salary scale unless there are exceptional circumstances. |
| **Length of contract** | Permanent, subject to funding |
| **Hours** | Our preference is full-time, 35 hours per week (excluding meal breaks), however we can consider part-time as 28 hours (four days) per week.  Please provide an indication of your preferred working hours in your covering letter. |
| **Leave entitlement** | 25 days per annum, plus 10 public holidays pro rata |
| **Probationary period** | 3 months |
| **Closing Date** | Monday 15th September 2025 at 12noon |
| **Interviews** | Interviews will be held on Tuesday 23rd September 2025 |

**Purpose of post:**

We are looking for a dynamic and committed individual to provide information, advice and support to those DTAS members in receipt of Strengthening Communities Programme grant funding in the east of Scotland. This programme aims to enable organisations to become more resilient and sustainable community anchor organisations. The post is funded by Scottish Government.

Working as part of the member support team, this role will also provide advice and support to our members (primarily in Fife, Edinburgh, East Lothian and Midlothian) build relationships and contribute to the growth of the development trust movement.

This opportunity has arisen due to internal movement within DTAS and is a permanent post (subject to funding).

**Summary of main tasks**

**Provide information, advice and support to development trust members in the Strengthening Communities Programme, to enable them to become stronger, more effective, more enterprising and more sustainable organisations:**

* Maintain regular contact with members digitally and in-person, including through attendance at events and community meetings
* Respond to member enquiries and provide information, advice and resources, as appropriate
* Provide more intensive support when required, including financial management, business planning and development, enterprise and good governance
* Assist members to access the range of DTAS member benefits
* Signpost to other resources, agencies and support programmes
* Encourage and facilitate networking and learning opportunities, building peer support
* Provide practical support to members around the administration, grant claims and evaluation required within the Strengthening Communities Programme
* Monitor programme budgets
* Attend meetings with funders and support the provision of reports to funders

**Deliver Member Support Service, primarily in Fife, Edinburgh, East Lothian and Midlothian**

* Respond to member enquiries and provide information, advice and resources, as appropriate
* Assist members to access the range of DTAS member benefits
* Encourage good and inclusive practice within the development trust approach, and in particular promote sound governance, democratic accountability, diversity and enterprise

**Promote and represent the development trust approach, DTAS and the wider development trust movement:**

* Assess and process membership application and provide membership reports for the DTAS board
* Contribute to the planning and delivery of the DTAS annual conference and other DTAS events
* Contribute to the development of information, resources and promotional materials
* As part of the member support team, manage the members’ area of the website and develop the range of member benefits
* Update the membership database (Salesforce)
* Represent DTAS and our development trust membership with a range of relevant stakeholders
* Support, lead and deliver various member offers, programmes and initiatives
* Contribute to the work of the member support team and liaise with colleagues in the Community Ownership Support Service and Democratic Finance Scotland programme
* Carry out any other duties relevant to the post.

Please note that the post-holder is required to travel throughout the country and as such, hold a full driving licence. There is evening work on a fairly regular basis, with occasional overnight stays and weekend work. No overtime paid, but time off in lieu may be taken as appropriate.

**Person Specification**

**Skills & experience**

You will have

* Extensive experience of working with communities and an understanding of grassroots community-led approaches to regeneration
* Extensive experience of providing advice and support to individuals and organisations in a community context
* Understanding / knowledge of organisational governance
* Knowledge of business planning, financial management and income generation models
* Project management or grant administration experience
* Experience of developing and maintaining relationships with a range of stakeholders
* Experience of delivering training or providing information in a public setting and online

**Personal attributes**

You will be:

* Strongly committed to development trusts, community-led regeneration and placemaking
* Friendly and approachable, an effective communicator and facilitator
* Able to establish personal credibility to build and sustain good working relationships
* Highly motivated, committed and enthusiastic
* Able to manage a varied and busy workload
* Digitally confident, skilled in using IT systems, software and databases
* Able to work flexible hours when required (including some evenings and weekends) to meet the needs of organisation

**Benefits**

* On-the-job training and relevant formal training
* 25 days of annual leave, plus 10 days of public holidays (pro rata for part-time employees) and an additional 3 days of fixed leave during Christmas
* DTAS pension scheme with an employer contribution of 11.5%
* Employee wellbeing group with all-staff activities, plus a personal wellbeing budget
* Flexible working

**To Apply for the Post**:

If you are keen to be considered for this opportunity, please email [kay@dtascot.org.uk](mailto:kay@dtascot.org.uk) with your CV and a covering letter by no later than 12noon on Monday 15th September 2025. Please make sure that your cover letter details your reasons for applying and specific experience to match the person specification above.

Interviews will be held on Tuesday 23rd September 2025. These will be in person in our Edinburgh office but we can consider requests for online interviews if required. Please confirm your preference in your covering letter.

If you have any questions regarding your application, or would like an informal conversation, please contact Felix Spittal, [felix@dtascot.org.uk](mailto:felix@dtascot.org.uk), Head of Member Support.

**The personal data you provide in connection with this application will be used solely for the purposes of recruitment / selection. DTAS is committed to equity, diversity and inclusion.**

This position is funded by:



**Background information:**

[Development Trusts Association Scotland](http://www.dtascot.org.uk/) (DTAS) is an independent, member-led organisation which aims to promote, support and represent development trusts in Scotland. Established in 2003, DTAS now has over 350 development trust members, which makes it one of Scotland’s largest and most dynamic community-led networks. Our office is based in the Dalry area of Edinburgh, a short walk from Haymarket Station.

A development trust is a community-owned and led organisation. They aim to create social, economic and environmental renewal in a defined geographical area, creating wealth within that area and keeping it there. They are diverse in nature: large and small, rural, and urban, mainland and island based.

DTAS provides information, advice and support, and facilitates our development trust network. We run an annual conference, produce publications and resources, and provide a suite of peer-to-peer learning, training and support interventions. We also operate our [Community Ownership Support Service](https://dtascommunityownership.org.uk/about-coss) which supports the transfer of public assets to community organisations and [Democratic Finance](https://communitysharesscotland.org.uk/) Scotland, a programme of support for community and social enterprises to consider alternative methods of raising finance.