Job Description

**Title:** Community Development Officer – Community Resilience Planning

**Based:** Loch Torridon Community Centre

**Reports to:** Community Development Officer

**Salary**: £6,798 per year (£33,990 pro rata)

**Hours:** 7.5 a week, can be worked flexibly across the month

**Contract:** Fixed term to 30th June 2026 with possible extension if funding allows

**Interviews will be held on the afternoon of the 6th of October**

# Background

Torridon District Community Association (TDCA) has obtained a grant to take forward the development of a Community Resilience Plan.

In 2023, following extensive community consultation, a community development was finalised for the Torridon and Kinlochewe Community Council area. This plan highlighted community priorities for local development. Following a successful funding application a Community Development Officer was appointed in April 2024 to take forward the priorities in the plan. This work is overseen by the development plan subgroup who are a working group with membership drawn from a number of local organisations. This new post which will focus on a community resilience plan will work closely with the existing community development officer and development plan subgroup.

The Torridon and Kinlochewe Community Council Area is classed a very remote rural and is among the top 10% furthest from services in Scotland. The community faces many of the same challenges as the rest of the Highlands such as rural depopulation, high house prices, an aging population and difficulty accessing services.

Our community is unprepared for the impacts of climate change and other emergencies and parts can become cut off during poor weather. We recognise the need for robust community led planning to increase local resilience. We also hope this work can be the beginning of medium to long term planning for the impacts of climate change, which would look at how our communities can remain viable in the long term.

Phase 2 of the project will involve developing a funding strategy, making necessary funding applications and reviewing, revising and finalising the community resilience plan.

# Purpose of the post

This post will carry out community and partner engagement to develop a robust understanding of the possible impacts of area-wide emergencies such as wildfires or flooding and will develop a first draft of a community resilience plan.

# Tasks

The first phase of the project will focus on scoping, mapping and planning with a first draft of the plan being a key deliverable for the end of March 2026. Likely tasks within the process include:

* Working with Highland Council Community Resilience team to develop the project
* Working with TDCA’s Community Development Officer to design and implement a project evaluation framework
* Meeting with and learning from other community groups who have completed Community Resilience Plans
* Mapping of additional barriers to engagement and how they will be overcome
* Development of various forms of community engagement – survey, events, informal conversations and writing up of results
* Working with TDCA’s Community Development Officer and development plan sub-group to identify funding sources for plan implementation in phase 2
* Investigating relevant new issues that may arise and making recommendations to the sub-group

In addition, the development officer will:

• Provide secretariat for working groups and meetings

• Draft reports (eg to TDCA and to funders)

• Develop a range of communications materials to keep the public informed of work on the community resilience plan

• Liaise with other community organisations and partners in the area and where appropriate co- ordinate with them on issues of common concern

**Conditions of work and in-work benefits**

* The post will be based in Loch Torridon Community Centre with the option of some of the work being done remotely
* Working hours will average 7.5 hours per week. The working pattern can be flexible over the month
* Secondments will be considered
* Some evening and weekend work will be required and time off in lieu will be offered
* The standard paid annual leave entitlement is 30 days (inclusive of public/bank holidays) pro rata per calendar year
* Membership of NEST workplace pension scheme available if requested
* TDCA is a living wage employer with a fair work first policy and would be happy to share this with potential candidates
* We would be very glad to discuss any accessibility adjustment requirements and associated in-work support that may be needed to ensure a positive and inclusive workplace
* TDCA takes a proactive approach to staff development, and seeks to provide staff with training and development opportunities

**Person specification**

We are looking for a highly driven and capable individual, experienced in community development, local engagement and project development who is able to build and sustain good working relationships with a range of stakeholders. The following are the essential and desirable elements for candidates for the role and in your application and the interview process we will expect you to provide examples that demonstrate how you meet these. This will inform scoring of applications.

# Experience:

*Essential*

* Carrying out project development and delivery within agreed timeframes
* Working with communities and community organisations (either in paid or voluntary capacity)
* Experience of inclusive community engagement and running community events
* Experience of using a variety of evaluation methods and frameworks

*Desirable*

* Previous experience of reporting to funders
* Experience of developing evaluation methods and frameworks

# Education:

*Essential*

* Degree in relevant subject, or demonstrable experience of learning at this level

# Skills and abilities:

*Essential*

* Able to identify, organise and prioritise tasks in order to achieve project objectives, meet deadlines and respond to emerging needs
* Excellent written and verbal communication skills with a variety of audiences
* Ability to work independently and as part of a small team
* Proficiency with intermediate IT skills including MS Office, and able to pick up basic use of website content management (e.g. WordPress)

*Desirable*

* Financial literacy: able to develop budgets, track income and expenditure and undertake financial reporting

# Knowledge and understanding:

*Essential*

* An understanding of the pressures and challenges facing remote communities

*Desirable*

* Relevant knowledge that would be of benefit in carrying out project work in any of the following: environmental management; sustainability/climate change impacts, community resilience and emergency planning

# Other requirements:

* + The role will involve travel for meetings throughout the Torridon and Kinlochewe area and occasionally further afield. Either a valid driving licence and use of a vehicle or the ability and willingness to make other suitable arrangements for travel will be required (allowing for any reasonable adjustments/support needs being met).

