

Candidate information pack

Community Engagement and Volunteer Co-ordinator

Comrie Development Trust

Hours and pay: 14 hours per week | £16 per hour (£11,648 per annum).

Contract: Permanent, part-time.

Location: Comrie and District. Hybrid working is possible, with regular attendance at Cultybraggan Camp and local activities essential.

Reports to: Board of Trustees.

Dates: Closing: 28 October 2026 at 5 pm. In-person interviews: week commencing 2 November. Anticipated start: week commencing 9 November, or following your notice period.

About CDT and the role

Comrie already benefits from people who give their time, skills and energy generously. We want to match that commitment with excellent volunteer support: a warm welcome, thoughtful organisation, clear communication and recognition of the difference people make.

Help existing volunteers thrive and welcome new participants, particularly younger villagers. Working across Comrie and District, including Cultybraggan Camp, you will connect community priorities with people's interests and talents and help remove barriers to taking part.

Begin by listening to existing volunteers and group leaders, understanding what works and where support would help. Build a proportionate picture of skills, interests and contributions without adding unnecessary paperwork or taking over independent groups.

You will be one of three complementary part-time roles, alongside heritage and business development colleagues. You will lead volunteer support and matching, working to a small set of agreed priorities within 14 hours each week.

What success looks like

- Existing contributions are visible and valued; volunteers feel listened to, supported and thanked.
- Younger villagers and people facing barriers have practical, welcoming ways to participate.
- Community priorities and volunteer talents shape achievable projects, with feedback showing what to improve.

This post is supported through the Scottish Government's Strengthening Communities Programme.

Role description

Understand and recognise existing contributions

- Listen to volunteers and group leaders. Keep simple, agreed records of skills, interests, availability, contributions and outcomes, with consent and appropriate confidentiality.
- Make recognition routine through personal thanks, shared achievements and stories volunteers are happy to tell. Use records to demonstrate contribution, not rank people by hours.

Match people and widen participation

- Develop a small set of clear opportunities shaped by community needs and volunteers' interests and talents, with colleagues and participating groups.
- Reach younger villagers through suitable local partners and offer flexible, welcoming ways to take part. Listen to barriers including transport, timing, accessibility, confidence or digital access and agree practical responses.
- Coordinate recruitment, matching, induction and training arrangements. Follow CDT procedures and refer safeguarding or other concerns to the designated lead.

Support SCP delivery within 14 hours

Build community participation in heritage-led regeneration guided by the Cultybraggan Camp Heritage Conservation Framework. Support residents to shape project priorities and gather feedback and evidence of involvement for funding proposals.

Recruit and support volunteers for agreed consultation, facilitation, crowdfunding, fundraising and income-generating activities. Colleagues and named activity leaders own project content, commercial viability and safe supervision.

- Prioritise support for existing CDT volunteers and one agreed development project initially. Add further projects only as capacity and activity-leader support allow.
- Keep in touch, arrange participation and necessary schedules, and gather feedback. Named activity leaders provide day-to-day task supervision and cover when the coordinator is unavailable.
- Agree a regular work pattern and protected handover time. Activity attendance and work travel count within the allocation; busier weeks require reprioritisation, not assumed extra availability.

Clear ownership across three roles

- **Community Engagement and Volunteer Co-ordinator:** volunteer relationships, recruitment, matching, induction arrangements, participation records and recognition; practical community and member engagement tasks agreed in the workplan.
- **Heritage colleague:** museum and Accreditation coordination, heritage partnerships, project content and specialist training needs, working with the Heritage Group.
- **Business development colleague:** income and funding strategy, delivery agreements and consolidated SCP reporting. Trustees set priorities and retain organisational approvals.

Each project needs a named activity lead. Competent specialists/site leads own technical methods, permissions and safe supervision. This post does not provide continuous museum cover, lead all community consultation or run every activity.

Person specification and application

Essential

- Experience supporting volunteers, community groups or collaborative activities, gained through paid or unpaid work.
- An approachable, inclusive style, with examples of listening to people and helping address barriers to participation.
- Strong organisation and follow-through, including coordinating people, keeping records and prioritising a part-time workload.
- Clear written and spoken communication and confidence using everyday digital tools.
- Good judgement about confidentiality, boundaries and when to seek advice or escalate concerns.
- Ability to work independently, collaborate with colleagues and attend regular meetings and activities in Comrie.

Desirable

- Experience recruiting or inducting volunteers, arranging training or developing volunteer roles.
- Experience engaging younger people, gathering feedback or developing inclusive community opportunities with local partners.
- Interest in community-owned places, museums or heritage. Specialist heritage qualifications are not required.

How to apply

Email your CV and a supporting statement of up to 800 words to **admin@comriedevtrust.org.uk** by **5 pm on 28 October 2026**. Use the same address for an informal discussion, questions before applying or recruitment adjustments.

We welcome applicants from all backgrounds and value experience gained through employment, volunteering and community life. We welcome applications from disabled people and will make reasonable adjustments during recruitment and employment. Contact admin@comriedevtrust.org.uk for an alternative application format, adjustments or an informal conversation about the role.

Please use your supporting statement to address these three points:

- Why this role interests you and the relevant experience you would bring.
- An example of helping people take part, work together or overcome a barrier to involvement.
- How you would organise volunteer support and work effectively with colleagues within a 14-hour week.

Please include your availability to start and any notice period. You may also outline your preferred working pattern. We welcome requests for adjustments to the application or interview process.