



Community Development Officer Job Description

Salary	£22,000 – £24,000
Status	Full time, 37 hours per week
Job type	Community Development Officer
Location	Crieff
Website	www.crieffcommunitytrust.org.uk

Role

Crieff Community Trust is working on a number of exciting ambitious projects for Crieff. Our friendly board is looking for a highly motivated, experienced person to be a Community Development Officer to help our organisation build capacity as it works to achieve objectives established through extensive community consultation.

In 2018, CCT aims to develop a co-working space which will also be the base for the CDO; review and refresh the Community Action Plan in collaboration with Crieff's other community groups; and in the longer term, establish affordable housing and community bunkhouse facilities in a prominent building in the town centre.

Background

Established in 2013, Crieff Community Trust is a relatively new development trust. So far, all activities have been carried out by a capable board of voluntary trustees, but the time has come where the group really does need an organised, experienced person to assist them in their efforts.

General Description

- Develop and manage planned co-working space in accord with Co-working Steering Group
- Assist the CCT Board to review and refresh the Crieff Community Action Plan
- Develop the number of volunteers, create a volunteer framework and define the CCT Volunteer Policy
- Report to the CCT Chair and Treasurer

Main Duties

- Admin of co-working space [bookings and invoicing], fostering a harmonious community atmosphere
- Marketing co-working space, updating website
- Coordinate community engagement events
- Communicate regularly with CCT members via e-newsletter
- Write monthly updates for local community news magazine *Crieff & Comrie Quair*
- Write press releases, maintain CCT social media channels [Facebook & Twitter]
- Liaise with CCT community partners, PKC and funding bodies
- Attend monthly CCT Board meetings [evening] and project related meetings [day or evening] when necessary



- Identify and assist with applications to a range of funding bodies to further the work of the Crieff Community Trust
- Produce written reports to fulfil requirements of funding bodies

Essential Experience & Skills

- Self-starter – demonstrated ability to work with a high degree of independence within an agreed set of tasks and targets
- Strong communication skills (verbal and written), ability to write in plain English, and experience of speaking / giving presentations to a wide range of people
- Excellent IT skills (email, Microsoft Office, Facebook, Twitter, Wordpress)
- Experience (paid or volunteer) or demonstrable interest in community development or regeneration
- Experience of working with volunteers
- Experience of applying for, managing and reporting on grant-funded projects

Desirable Experience, Knowledge & Skills

- Knowledge and experience of working in a charity
- Good understanding of the distinctive role of community development trusts in local communities around Scotland
- Knowledge of the community empowerment and land reform policy contexts

Qualifications & Additional Requirements

- Valid UK drivers licence and access to vehicle

Application Process

Please apply in writing, sending a covering letter, CV and two references to crieffcommunitytrust@gmail.com

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