



Project Development Officer Job Description

Salary	£24,000 – £25,500
Status	Full time, 37 hours per week
Job type	Project Development Officer
Job base	Flexible working space in Crieff

Role

Crieff Community Trust (CCT) is looking for a candidate with strong third sector experience to work with the Board and CCT's Community Development Officer (CDO) to review and refresh the Community Action Plan in collaboration with Crieff's other community groups; and help establish a social enterprise in one of Crieff's empty buildings. The successful candidate will play an integral role in bringing some of the Trust's exciting projects to life, projects that will help regenerate some of the buildings in Crieff.

The base for this position and the Trust's CDO will be in the new co-working space CCT is developing this year in Crieff's town centre.

General Description

- Improve and assist the Trustees in implementing administration processes, financial procedures, working practices, compliance (data protection legislation, health and safety and employer responsibilities)
- Support the organisational development of the Trust including building the resilience and knowledge of the Board
- Manage income streams, advising and supporting the Treasurer
- Assist CCT in converting the current opportunities into delivered projects
- Assist in reviewing and refreshing the Community Action plan in collaboration with other local community groups
- Work alongside the Community Development Officer based in the co-working space
- Report to the CCT Chair, Secretary and Treasurer

Main Duties

- Develop programme of learning and development for CCT Board members, including skills gap analysis and induction of new board members
- Liaise with Perth and Kinross Council (PKC), housing association and relevant bodies to further develop our exciting affordable housing project that also includes a social enterprise element
- Assist the Board with feasibility studies
- Oversee development of a new social enterprise steering group including key local stakeholders
- Creation of a working business plan for the social enterprise that incorporates the key needs of the stakeholder group at the same time showing the potential to hit key financial indicators.
- Research and prepare funding applications for key projects and complete required reports
- When appropriate, support local organisations with guidance on their projects, if those objectives are aligned with CCT
- Attend monthly CCT Board meetings (evening) and project related meetings (day or evening)

www.crieffcommunitytrust.org.uk
crieffcommunitytrust@gmail.com

Twitter: @CrieffCommTrust
Facebook: Crieff-Community-Trust



Essential Experience & Skills

- Self-starter – demonstrated ability to work with a high degree of independence within an agreed set of tasks and targets
- Excellent IT skills (email, Microsoft Office, Facebook, Twitter, Wordpress)
- Experience in organisation development
- Experience (paid or volunteer) in community engagement and development
- Strong communication skills (verbal and written), ability to write in plain English, and experience of speaking / giving presentations to a wide range of people
- Experience of applying for, managing and reporting on grant-funded projects
- Experience of writing business plans and budgets with KPIs
- Experience in managing a steering group of diverse stakeholders

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 by 15 September 2018, sending a covering letter, CV and two references to crieffcommunitytrust@gmail.com

This post is funded by:

