

Local Development Officer - job description and candidate profile

Job Title:	Local Development Officer
Hours:	Part Time (17.5 hours per week)
Salary:	£26,495 per annum pro rata
Reporting to:	Coigach Community Development Company (CCDC) board of Directors
Office Location:	Coigach Community Hall (location may change)
Closing Date:	12 Noon on Friday 13 th April 2018

Context of the Post

CCDC is a Charity Registered with OSCR in Scotland (SC047971).

The post is part funded by CCDC's renewable energy income and part funded by Highlands and Islands Enterprise (HIE) through its Community Capacity Building programme. The post was previously wholly funded by HIE but the broad objectives remain the same. The Local Development Officer (LDO) is responsible for developing a Community Development Plan reflecting issues, concerns, opportunities and projects identified by local people and then working with the community and others to implement the plan in accordance with CCDC's charitable objects.

With funds now available for projects in the community from our wind turbine and shortly from Ben Mor Hydro, CCDC is moving into new areas of operation with the management of these funds in the form of grants and possibly other financial support mechanisms.

CCDC is a partner in the Coigach and Assynt Living Landscape Partnership (CALLP) and is leading on a number of its projects.

The successful candidate will work alongside the existing LDO to develop and deliver the projects in the Coigach Community Development Plan and other tasks in support of it.

Over the coming months the Coigach LDOs will be involved in diverse issues relating to current priorities including housing, industrial space, harbour developments, community energy, CALLP projects and the distribution of community funds.

Purpose of the Post

Work with the existing LDO to -

- Co-ordinate and support the efforts of the local development company (CCDC) and its subsidiary companies
- Maintain strong working relationship with HIE area office.
- Implement the Coigach Community Development Plan by developing, delivering and administering community projects.
- Administer elements of the energy fund disbursement programme.
- Connect with community based organisations in the local and wider Highlands and Islands area and identify ways to integrate all local voluntary and community based action in order to support the wider aims of the community.
- Communicate with local residents and groups to keep them abreast of CCDC's activities and to identify further issues, concerns, opportunities and potential projects.
- Develop and maintain constructive working relationships with groups within the community, and with staff from public, voluntary and private sector organisations to ensure co-ordinated approach toward social and economic regeneration.
- Manage the Charitable Funds generated by the community Turbine in line with the Companies Charitable objects

Main Duties

Working with the other part time LDO:-

- Assist/lead the implementation of projects included in and relating to the Development Plan. This will require –
 - establishing and maintaining partnerships where possible/applicable
 - completing funding applications
 - administering and drawing down funding
 - keeping records, including financial and writing reports as required by funders and other groups and individuals
 - sourcing outside assistance where required from national/regional organisations and agencies
 - communicating progress to local community via minute taking, social media and other channels as appropriate.
- Set up and manage procedures for distribution of funds generated by community renewables
- Identify / react to new issues, concerns, opportunities and projects through discussion/consultation with local residents and groups. Update Community Development Plan as required.
- Ensure high standards of customer service and record keeping on all activities undertaken by CCDC.
- Support the future sustainability of local groups and social enterprises by providing advice and assistance.
- Develop and maintain relationship with HIE.
- Establish and facilitate effective communications and experience/information sharing between community groups in the Ullapool area Highlands and Islands and further afield.
- Support CCDC's subsidiary companies particularly Coigach Community CIC

Terms and Conditions

- A minimum of 17.5 hours per week. The post holder will be required to work flexible hours, to meet the demands of the post. Time off in lieu will be given
- Annual leave entitlement 28 days (including public holidays) pro rata
- Starting salary will be £26, 495 per annum pro rata paid monthly in arrears
- Statutory pension provision is included.

How to Apply:

Please send your CV along with an accompanying letter, addressed to the Directors of CCDC, c/o Julia Campbell by email to info@coigachcommunity.org.uk , or by post to Julia Campbell, Achiltibuie, Ullapool, IV26 2YG

Closing Date for Applications: 12 Noon on Friday 13th April 2018

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • A good standard of formal education to Highers level 	<ul style="list-style-type: none"> • Degree/vocational qualification in a rural-development related subject
Work Experience	<ul style="list-style-type: none"> • An open and inclusive operational attitude • Some training – or willingness to train – in project development • A record of working at voluntary and/or community level • Experience of developing, delivering and administering projects 	<ul style="list-style-type: none"> • Experience of organising and running events • Experience of working in peripheral areas of the Highlands and Islands • Worked as part of geographically widespread network • Experience of contributing to debate at policy level and public forums • Experience of developing innovative community approaches to entrenched problems
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Excellent presentational and written communication skills • Good team member with excellent interpersonal skills; able to influence and motivate others • Knowledge of the structures and roles of public agencies engaged in rural development • Strong self-discipline to work on own initiative in absence of close management • Knowledge of health and safety requirements in the work place 	<ul style="list-style-type: none"> • Some knowledge of the roles and structures of organisations engaged in development support and public service delivery in the Highlands and Islands • Familiarity with other initiatives in fragile areas (UK, EU, etc) • Knowledge of project funding sources and application processes • Practical experience of realities of community life in peripheral areas of Highlands and Islands
Technical Skills	<ul style="list-style-type: none"> • Good general computer competence (Word, Excel, PowerPoint, Web, email) • Comfortable with remote working communications technologies and practices 	<ul style="list-style-type: none"> • More advanced ICT skills including website development and management • Adept at telephone and video conferencing • Use of social media as a promotional tool • Good numeracy skills and an understanding of Accounting principles and /or use of online accounting systems
Job Circumstances	<ul style="list-style-type: none"> • Able to be based in community – unless alternative arrangements possible • Flexible for travel • Strong motivation and enthusiasm for the post • Clean driving license and access to own transport 	<ul style="list-style-type: none"> • Ability to establish contacts with Highlands and Island development circles and public agencies • Early start date