

# Our Community

## Development Officer Brief - 23rd April 2024

### **Role Profile**

We are looking for a part-time Development Officer for the Our Community project in Cove and Kilcreggan on the Rosneath Peninsula in Argyll & Bute.

The role is both proactive and responsive, utilising key skills in partnership working, consultation and engagement, networking, project management and capacity building. The role will assist with supporting local organisations and residents to identify issues, needs and solutions to improve the community.

The role includes bringing together all aspects of our project. This will include coordination of our volunteer working groups, report writing and general administration, communications and social media planning, updating websites and noticeboards and the coordination of external consultants and advisors.

### **Background**

Two years ago the villages of Cove and Kilcreggan secured CEIS Funding to empower the community to create a Local Place Plan. We have been working together as a community with the help of the consultants SKS and have undertaken a Community Survey and carried out further workshops and discussions to ultimately establish the needs and wants of our community. We currently have 10 community volunteer groups ranging from Heritage to Footpaths, Sustainability and Business to Sport who are working on the various concerns and ambitions that came up in the consultations.

We wish to contract a Development Officer to progress the project from July 2024-March 2025. We are seeking funding to continue the work for many years to come and continuation of the role beyond March 2025 is subject to funding being available.

## **Line Management**

The elected convenor of the Our Community Management Team is the line manager for this role.

## **Contract**

The contract is with the Rosneath Peninsula West Community Development Trust (RPW CDT).

You must be self employed and have the ability to invoice the Trust, operating to the agreed timeframes.

This is a fixed term contract of approx 9 Months beginning July 2024 to 31<sup>st</sup> March 2025.

Contract Extension: It is our aspiration that this will become a permanent role in our community and that we will seek out further funding to extend the role indefinitely. Extensions to the role will be re contracted as and when required.

Trial period – There is a trial period of 2 months at the end of which either party can give a months notice.

## **Price**

20 hours per week @ £24 an hour.

## **Reviews**

Monthly Role and Development Reviews based on a pre-agreed review process.

## **Roles and Responsibilities**

- Establish contact and positive relationships with individuals and groups from all sections within the community through informal and formal meetings, through outreach work and engagement to discuss local issues, needs and demands.
- Liaise with other communities who have done similar projects to gain advice on how to progress with for example funding and community initiatives.
- Support the OC to arrange and promote Our Community events
- Empower the community to direct the development of local health services, transport, housing, food and energy resilience and sustainability for many generations to come.
- Ensure that all local people in particular those that are most impacted by developments, minority groups, marginalised or vulnerable groups are on board

- Manage the day-to-day administration of the OC project, this involves budget accounts, website maintenance, answering queries, correspondence with consultants and management committee members, maintaining diaries and organising OC meetings.
- Prepare minutes of OC meetings, reports and to provide information and statistics as required. Share those reports in a timely manner to stakeholders including sharing appropriate information publicly.
- Seek out, manage and coordinate future funding in conjunction with our Empowerment group
- Monitor and evaluate the effectiveness of community engagement efforts, providing insights and recommendations for enhancement.

## **Requirements**

### **Essential skills:**

- Ability to maintain a flexible working pattern.
- Excellent communication, community negotiation and interpersonal skills.
- Ability to prioritise workload and to work on your own initiative.
- Excellent organisational and scheduling skills.
- Proven track record of working in a team, and /or with volunteers.
- Experience in financial management, budgeting, and reporting skills.
- Good IT and social media skills

### **Desirable qualities:**

- Experience with publicity and social media
- Ability to write engaging texts for publicity
- Ability to work discreetly and knowledge of confidentiality practices
- Experience of and interest in researching relevant resources and case studies

**Deadline for applications: 30th May 2024**

### **Application Process:**

Please send the following to [ourcommunity@coveandkilcreggan.org.uk](mailto:ourcommunity@coveandkilcreggan.org.uk):

- CV
- A letter outlining what experience you can bring to this project and how you can help us develop and enhance our villages

- References
- For overseas or those without a UK passport, please provide evidence of Right To Work in the UK
- Evidence of DBS check

We will inform the selected candidates for the interview within a week of the closing date.

We will inform the interviewees and the selected candidate of our decision within 2 weeks of the interview.

If you have any questions on the role or the project please email:  
[ourcommunity@coveandkilcreggan.org.uk](mailto:ourcommunity@coveandkilcreggan.org.uk)

We are really looking forward to meeting you!