



# CALLANDER COMMUNITY DEVELOPMENT TRUST

[callandercdt.org.uk](http://callandercdt.org.uk)

## Community Development Officer

### POST SPECIFICATION

Callander Community Development Trust (CCDT) seeks to engage a Community Development Officer. This post is likely to be suitable for an experienced sole trader.

The Development Officer will be responsible for progressing projects as agreed by the CCDT Board and will respond to nominated Board Directors taking the Lead for each project. The Development Officer will report to the Operations Manager for time allocation and prioritisation.

Central to the role is the ability to work with relevant community groups in delivering the priorities of Callander's Local Place Plan (LPP) and any other initiatives identified by the CCDT Board. The postholder will be contracted to CCDT and will report monthly to the CCDT Board and to the bi-monthly LPP Steering Group (Callander Partnership) meetings.

The term of the contract will be funded for the 12 months following appointment but it is anticipated that it will be extended beyond that. The postholder will be expected to work remotely and be available to attend meetings with the Development Trust and other community bodies. The post is a part-time role (15 hours per week) and we anticipate an annual cost to CCDT of no more than £15,000, depending on experience, payable monthly in arrears.

### Priorities and List of Tasks

**Project Management** – To support the Lead Directors and Operations Manager on the delivery of projects and initiatives for the benefit of the Community as required.

**Negotiation** - collaborating with our statutory authorities (e.g. but not exhaustively Stirling Council and Loch Lomond and the Trossachs National Park Authority)

**Communication** -The postholder will establish communication and feedback channels that allow the community to engage with the delivery of LPP projects and community initiatives

CCDT Web Site, Media and Membership.

- Assist with the maintenance and updating of the web site.
- Assist with the promotion of the Trust's work in local media, including the Ben Ledi View and social media platforms.
- CCDT Membership is free. Assist with increasing membership numbers so that community

- representation is enhanced.
- Assist with producing a monthly newsletter for members.
- Assist with the existing work to establish a coherent branding so that CCDT is instantly recognisable within the community.

Community engagement - setting up and managing small project-specific groups from within the community as required by each project or initiative.

Partnership working – support the Operations Manager in collaborating with neighbouring communities on projects with wider community benefits.

Support Ops Manager with regard to requests for help with organising community projects and events, e.g. Canmore Trust Street Ceilidh, Primary School Parent Council Spring Fling, Press Pause, Stirling Pride, Callander Area Men's Shed

Funding – identifying and applying for external funding for projects and initiatives.

### **Post specification - Essential**

- Degree level qualifications and/or relevant experience to match the job specifications.
- Experience of working with rural communities.
- Experience in supporting a wide range of community groups and able to demonstrate ability and ideas for community engagement.
- Ability to demonstrate a track record in producing successful grant applications and be able to build positive relations with funders. Experience of managing funded projects with particular regard to ensuring compliance with Grant Conditions and cost allocation. Experience of evaluation and completion of funding returns.
- Excellent verbal and written communication / interpersonal skills.
- Ability to negotiate with a wide range of community organisations and to be seen to work as a team player.
- Experience of working with volunteers.
- Ability to set up and manage a secure database of personal data in compliance with Data Protection Act 2018.
- Proficiency in common forms of electronic communications, creative marketing and use of social media.
- Ability to use a range of IT programs including Word/Excel/ PowerPoint and digital graphics tools.

### **Post specification – desirable.**

- Knowledge of Callander and its community organisations along with the McLaren catchment communities and environs.
- Experience of working with Local Government, social enterprise, and voluntary sectors. Experience of working with volunteer Board Directors. Previous experience of working with either (or both) Stirling Council and LLTNPA

- An ability to engage with, and motivate, traditionally hard-to-reach groups
- An ability to produce written reports in easy-to-read formats.
- Experience of working with young people, schools, and higher education institutions.
- Demonstrable knowledge of the Scottish Government's Community Empowerment Act
- Demonstrable knowledge of the Scottish Government National Planning Framework