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| Job Title | Callander Town Co-ordinator |
| Location | Callander |
| Hours of Duty | 12 days per month (with flexibility required for evening & weekend activity) |
| Salary | £21,500 pa. Initial contract for 6 months with extension subject to funding being secured. |
| Objective | <p>The Post Holder will lead on the delivery of the Community Action Plan (CAP) and support the Callander Partnership's charrette outcomes.</p> <p>The Post Holder will ensure that the key aims and objectives of the charrette are met. This will assist the Trust in delivering the overall regeneration agenda for this local area.</p> |
| Accountable to | The Post Holder will be directly accountable to the Chair and Company Secretary of Callander Community Development Trust who will be the Line Manager for the post holder to ensure clarity of roles, responsibilities, monitoring and reporting. |
| Responsible for | The Post Holder will be responsible for carrying out the duties as described above. |
| Working relationships | The Post Holder will work closely with representatives of the local community including Callander Community Council (CCC) and Callander Enterprise (CE) as well as wider strategic stakeholders, to ensure that the overall aims and objectives of the CAP are being worked towards at all times. |

Key tasks

The key tasks for the post are as follows. These may change over the duration of the contract as the development progresses and priorities are redefined by CCDT taking into consideration changed circumstances and opportunities.

The Post Holder will be expected to have a clear understanding of the role, tasks and how they will be measured.

The Post Holder will:

1. Continue coordination of the delivery of the CAP 2017-2022 according to the agreed timeline, working with pre identified community groups, agencies and stakeholders. The delivery plan will be monitored and reviewed by CCDT on behalf of the wider community, and will re-focus on a rolling year by year basis.
2. Assist in the re-invigorating of any community groups which require such assistance.
3. Support development and marketing of new and existing festivals and events to promote Callander as a destination.
4. Support development and implementation of major projects including asset transfer or similar, being keenly aware of environment and climate challenge issues.
5. Support development and delivery of the Callander Landscape Partnership project, funded by the Heritage Lottery Fund.
6. Identify, communicate and manage risks and changes to the agreed tasks, reporting activity to the line manager.
7. Support the communication of progress and achievements to the local community, relevant agencies and stakeholders.
8. Manage open communications between the key community groups (CCDT, CCC, CE) ; attend key community meetings, as required; regularly update the community websites with progress and achievements.
9. Continue promotion of the Callander charrette ideals and principles to the Callander community, ensuring that the community supports the delivery tasks which these ideals generate. Provide particular focus on the tasks related to retaining visitors in the area and the concept of Callander as the 'Outdoor Capital of the National Park'.
10. Represent the Callander community by working in partnership with external agencies eg National Park, Stirling Council, funders as appropriate.
11. The Post Holder should have proven experience of working with and supporting community groups and will be required

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| <p>Key tasks (Continued)</p> | <p>to assist in identifying funding opportunities and completing applications in support of funding.</p> <p>12. Leadership Management and Team Building: The Post Holder must have an appropriate level of interpersonal skills and prove their personal effectiveness in problem solving, decision making, developing credibility and authority. .</p> <p>13. Administration Management: While reporting to the line manager, the Post Holder will be expected to self manage the process of the role.</p> <p>14. Financial Management: The Post Holder will, through project management, be required to establish, monitor and amend annual budgets (to be agreed and in accordance with CCDT).</p> |
| <p>Deliverables</p> | <p>The Post Holder will:</p> <p>1 With the line manager, produce a quarterly work schedule.</p> <p>2 With the line manager, provide succinct monthly reports on delivery progress for all stakeholders.</p> <p>3 Communicate the CAP activities to both the local community and regional / national media as required.</p> <p>4. Coordinate community consultation to prepare the next CAP for delivery 2023.</p> |

Key to Assessment Methods – A (Application) I (Interview) P (Presentation) T (Test)