



CALLANDER COMMUNITY DEVELOPMENT TRUST

TOWN CO-ORDINATOR ---The PERSON

Candidates applying for this post should be able to demonstrate **qualifications and/or training and/or proven experience** in

- Community and Business development
- IT systems
- Financial management/ budgetary control

Knowledge and/ or experience in the following areas is desirable:

- Knowledge and understanding of community regeneration policy
- Knowledge and understanding of the roles and remits of statutory bodies
- Knowledge and understanding of community development
- Knowledge of asset transfer procedures and requirements
- Experience of managing financial applications
- Experience of working with partnership organisations
- Experience of working with volunteers
- Awareness of climate change and environment challenges

Personal strengths required are:

- Excellent organisational skills
- A high degree of initiative for problem solving, decision making, team building and leadership
- A high level of interpersonal skills for working with groups and individuals
- Ability to set personal targets and manage own working schedule
- Commitment to the core aims and objectives of rural regeneration

Skills required are:

- Ability to communicate effectively with statutory, third sector and community groups across a wide range of ages, concerns, aims and interests
- Ability to motivate and support local voluntary groups in project planning and delivery
- Ability to identify funding sources and support preparation of grant applications
- Ability to adapt existing procedures to new demands and circumstances
- Ability to write and present reports with clarity
- Ability to prepare press releases and social media communications to meet deadlines