

## **JOB DESCRIPTION**

**Post:** Community Development and Fundraising Officer (Part-Time)

**Responsible To:** Lochgoil Community Trust (Registered Charity number SC033976)

**Hours of Work:** This is a part-time role; 35 hours worked over 2 weeks and includes occasional evening and weekend work. Working pattern is flexible.

**Salary:** £17,000 per annum based on above hours on a self-employed basis. Offered as a 12-month Fixed Term Contract with potential to extend.

**Main Purpose of Post:**

To facilitate the implementation of the Local Place Plan 2024-2029 and support the work of the Lochgoil Community Trust by building capacity within our community.

This includes, but is not limited to:

- Supporting project leaders by securing external funding through well-prepared grant applications and admin backup
- Monitoring the progress of the Local Place Plan and its outputs, including surveys
- Facilitating online communication – website, Facebook and other social media as required
- Supporting with administration of Trust meetings and memberships
- Enhancing the capacity and contribution of local volunteers
- Supporting the local community to play an active role in the delivery of the Local Place
- Stimulating interest in and awareness of local community issues and encouraging involvement in decision making
- Promoting integration and cohesion within and between community groups (i.e. Community Councils, Social Clubs, Recreation Centres)

The role will include proactive and reactive work, utilising key skills in partnership working, consultation and engagement, networking, project management and capacity building - supporting local organisations and residents to identify issues, needs and solutions to improve the community.

**What does success look like in this role?**

- Delivering increased income for projects from successful funding applications
- Successfully delivering projects in a timely manner in line with LPP development principles
- Improved communication across community groups
- Presenting regular reports on LPP delivery, based on a logic model with partner organisations and the community to the Trust and wider community
- Reduced time spent by trustees on administrative tasks and fundraising

**Who are we?**

Lochgoil Community Trust is a limited company and a registered charity (SC033976), founded in April 2011. From 2018 the priorities of the trust were largely determined by the Lochgoil Community Action Plan. This is being replaced by the Lochgoil Local Place Plan (LPP) which is based on extensive community engagement. Many potential projects have been identified along with the aspects relating to planning.

In close cooperation with Lochgoil Community Council and Carrick Castle Community Trust, Lochgoil Community Trust will lead the implementation of the Local Place Plan. We are seeking the services of an experienced Community Development and Fundraising Officer to support this mission of the Trust.

**Where are we?**

Loch Goil lies within the Loch Lomond and the Trossachs National Park. Facilities include a primary school, village hall, medical centre and post office. The population of the area is about 400, which considers Lochgoilhead, Carrick Castle and surrounds. It is a popular area for visitors with a large holiday park, two Outdoor Education Centres, and a number of holiday lets and second homes.

<b>Candidate Specification</b>	
<b>Skills / Abilities</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Able to communicate effectively with people of all ages</li> <li>• Ability to engage all sectors of the community</li> <li>• Group facilitation skills</li> <li>• Effective project management and development skills including excellent IT skills (MS Office)</li> <li>• Evidence of strong report writing and presentation skills</li> <li>• Ability to work on own initiative</li> <li>• Effective team player</li> <li>• Strong ability to motivate others</li> </ul>
<b>Knowledge</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Clear understanding of the statutory, voluntary and community sectors</li> <li>• Knowledge of community development issues and principles</li> <li>• Knowledge of successful approaches in submitting funding applications</li> <li>• Knowledge and understanding of key government agendas that affect community development practice</li> </ul>
<b>Qualifications and Training</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Full current UK driving licence and own transport</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of working with Community Development Trusts and/or Local Government and/or Voluntary Sector</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Education to degree level or equivalent</li> </ul>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Substantial and relatable experience to include initiating and/or developing and supporting community groups/projects whether as a paid or voluntary worker</li> <li>• Experience of working collaboratively with a range of people from different backgrounds across organisational boundaries to take forward shared priorities and interests</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Recruiting, training and support of volunteers</li> </ul>
<b>Qualities</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Committed to community development principles</li> <li>• Diplomatic approach to problem solving</li> </ul>