



Job Title:	Community Engagement and Development Officer
Hours:	7 hours per week to be worked on one day as agreed with the UCT Board
Salary:	pro rata £27,290
Location:	Argyle Street, Ullapool
Duration:	until to 31 st March 2020 (there is potential for continuation beyond subject to funding being secured)
Leave:	pro rata 25 days per annum plus statutory holidays.
Responsible to:	UCT Board of Directors

Job Context and Description

UCT is a well-established Development Trust. We currently employ a part time Community Engagement and Development Officer and are looking for a self-motivated and dedicated individual to help us drive forward projects which are currently in their early stages.

The post-holder should have an outgoing and thoughtful personality with the diplomacy and sensitivity to connect with, and build positive relationships with, all sectors of our community.

This post will work with, and support, current and future volunteer working groups that facilitate the development and delivery of projects designed to return significant community benefits (environmental, economic, social and wellbeing); some of these will be income-generating for UCT.

Achievement of this will require the ability to research and understand Scottish, UK and European funding opportunities for community organisations and the current, and future, political and legal framework under which they work. The post-holder will need to demonstrate a successful fundraising track record, the ability to prepare all necessary paperwork and to submit funding applications to develop and implement project plans as directed by the board.

The post holder will also be required to generate tender briefs for projects seeking expert help and advice.

This is a salaried post where the post-holder will be expected to manage his/her own time to cover the agreed workload. The UCT Chair and a nominated member of the UCT Board of Directors will provide on-going support and line-management. Training requests will be considered, as appropriate. A willingness to take up training opportunities, as needed, will be expected.

This is a community-focused post involving work with many volunteers who have daytime jobs so the ability to attend evening meetings, sometimes several in a week, or to attend community events at weekends is essential. Therefore, flexible working is required.

Access to a car and a full driving license is required. Travel and subsistence will be paid against claims for relevant expenditure.

Additional background information

Ullapool Community Trust is a non-profit company and Charitable Trust owned and run by its members. It covers scattered rural communities from Gruinard River in the south to Elphin in the north including Dundonnell, Ullapool, Achiltibuie and Lochbroom.

The core of UCT's mission is to enhance community well-being by supporting cultural, economic and environmental sustainability through;

- Creating and developing local enterprise and projects
- Caring for our environment
- Promoting the use of local resources
- Working with, and for, the community and ensuring that local people, groups and businesses are involved in this process.

Ullapool Community Trust has an equal opportunities policy to ensure all members of staff employed by the organisation, and all applicants for employment, will be given equal opportunity irrespective of sex, marital status, race, colour, nationality or ethnic origin, in all aspects of recruitment, employment, promotion and training. The Trust is committed to giving full and fair consideration to people with disabilities applying for this post that possess the relevant skills and experience.

To discuss the post further please contact Flick Hawkins, UCT Chair at flick@rhueart.co.uk

A completed application form, together with a supporting statement detailing how you feel you meet the Person Specification should be sent to:

Flick Hawkins, UCT Chair, by email at flick@rhueart.co.uk or by post to Flick Hawkins, UCT Chair, Rhue Studio, Rhue, IV26 2TJ.

NB: You MUST fully complete the application form provided – CV's will not be accepted

Closing Date for Applications: 26/04/19

Interviews will be held in early May

The successful application will be required to satisfactorily complete a three-month probationary period

PERSON SPECIFICATION

Job title: Community Engagement and Development Officer

Employer: Ullapool Community Trust

In addition to the skills and attributes identified in the job Description, all candidates will be expected to demonstrate the following on their application form and/or in interview

Key criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • A good standard of formal education to at least Highers level • Int. 2 (or equivalent) Mathematics and English 	<ul style="list-style-type: none"> • Degree/vocational equivalent in a rural or community development related subject
Work experience	<ul style="list-style-type: none"> • A track record of developing community sustainability projects, social enterprise and/or community business • A record of working effectively at voluntary and/or community level • General office administration. • Experience of communication, marketing and producing promotional material (such as leaflets, newsletters, press releases and social media). • A track record of securing and managing project finance, managing budget accounts and presenting financial spreadsheets 	<ul style="list-style-type: none"> • Experience of working in peripheral areas of the H&I and/or as part of geographically widespread network • Experience of managing procurement procedures.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Professional interpersonal skills appropriate for engaging with members of the public and development agencies and funding bodies • Excellent presentation and written communication skills, including formal papers, reports, letters, complex forms. • Knowledge of project funding sources and application processes and track record of successful funding applications • Knowledge of the structures and roles of public agencies engaged 	<ul style="list-style-type: none"> • Some knowledge of the roles and structures of organisations engaged in development support and public service delivery in the H&I • Familiarity with other community development initiatives in fragile areas • Practical experience of the realities of community life in the peripheral H&I • Gaelic speaker

	<p>in community / rural development</p> <ul style="list-style-type: none"> • Excellent time keeping and organisational skills 	
Technical Skills	<ul style="list-style-type: none"> • Highly developed computer and word processing competence and related technologies (incl Word, Excel, Powerpoint, Web, email, photocopying) • Familiarity and skill with using social media and its applications to enable community engagement and information exchange 	<ul style="list-style-type: none"> • More advanced ICT skills including website development • Adept at telephone, Skype and video conferencing
Job Circumstances	<ul style="list-style-type: none"> • Strong motivation and enthusiasm for community living and development • Able to be based in the community, • An open and inclusive operational attitude • Good team member • Strong self discipline to work effectively on own initiative in the absence of close management • Flexibility for travel to enable community engagement 	<ul style="list-style-type: none"> • Capacity to problem-solve and apply innovative approaches to entrenched problems • Early start date