

## Horshader Community Development Trust Development Officer

**Salary:** £28,000-30,000<sup>1</sup>

Full Time, Permanent Post<sup>2</sup>, based in Shawbost



**Closing Date:** noon, 23<sup>rd</sup> October 2024.

### Post Overview:

The Development Officer, reporting to the Trust's Business Manager, will work to deliver the Trust's charitable objectives, through the deployment of the Trust's Community Development Plan. The key strands of the role will focus on Project Development; Financial Oversight; Community Engagement; and Networked Learning.

The ability to converse in Gaelic would be a strong advantage in this role.

### Duties:

- Project Development
  - Working with the HCDT Board to progress the charitable aims of the Trust through the Community Development Plan, and Mobilising new projects.
  - Managing and completing ongoing projects.
  - Lead Community Engagement to review and update the Trust's Community Development Plan, and liaise with other organisations in Community Led Local Development initiatives.
  - Reporting progress to the Business Manager in a timely fashion & providing updates for Trust's communications.
- Financial Oversight
  - Identifying relevant sources of external funding and complete funding applications for projects.
  - Managing project budgets.
- Community Engagement
  - Engaging the community in all project activity and developing Volunteer engagement in projects.
  - Helping to build stronger relationships with community groups and relevant stakeholders in the Horshader community.
- Networked Learning
  - Foster good relationships with external partners, e.g. the local authority, but also particularly in other Development Trusts, to maximise opportunities for sharing expertise and learning.
  - Maintaining a lessons-learnt log to ensure that learning is accessible and transparent.

**Contact:** 01851 701225 / [admin@horshader.com](mailto:admin@horshader.com) for an Application Form

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<sup>1</sup> Dependent on Experience

<sup>2</sup> Part-time / Job Share is a possibility

## Person Specification

Criterion	Essential	Desirable
<b>Knowledge &amp; Experience</b>	<p>Experience of fundraising, and social enterprise / third sector funding</p> <p>Experience of working in a small business, social enterprise or similar third sector environment.</p> <p>Experience of Project Management;</p> <p>Ability to understand and resolve problems to deadline, using own initiative.</p> <p>Experience of managing budgets.</p>	<p>Knowledge of island community and useful contacts/relationships.</p> <p>Experience of Social Enterprise funding and reporting in Scotland</p> <p>Managing a small team, or developing volunteers</p>
<b>Skills and Abilities</b>	<p>Strong oral and written communication, using Office / Microsoft 365 package and IT equipment</p> <p>Ability to manage own time effectively and multi-task/prioritise.</p> <p>Proven ability to effectively work with people from a range of backgrounds and ages.</p>	<p>Familiarity with Xero Accounting Software.</p> <p>Knowledge of Health &amp; Safety, Equality, and Data Protection policies and ability to put into practice.</p> <p>Conversational fluency in Gaelic.</p>
<b>Education/ Qualifications</b>	<p>Good standard of formal education or equivalent work experience.</p>	<p>Training in fundraising.</p> <p>Formal Project Management qualification.</p>
<b>Other Factors &amp; Personal Qualities</b>	<p>Reliable, honest, and trustworthy.</p> <p>Ability to cope well under pressure and work to tight deadlines.</p> <p>Cheerful, positive attitude and ability to relate to people at all levels internal and external to the organisation.</p> <p>Self-starting and motivated.</p> <p>Willingness to work flexibly and attend evening meetings.</p> <p>Full clean driving licence &amp; access to own vehicle.</p>	<p>Familiarity with the community and culture of Horshader and the surrounding area.</p>