



Job Title: Project Development Officer
Hours: part-time, 14 hours per week
Salary: £24,400 pro rata
Location: Village Hall Office, Ullapool.
Duration: end June 2015
Leave: 10 days per annum plus statutory holidays.

Back ground

Ullapool Community Trust was established in 2009 and aims to deliver and develop projects which offer economic, social and environmental benefits to local people and the community.

Ullapool Community Trust, which covers the area from Gruinard River to Elphin, has received assistance from Highlands and Islands Enterprise (HIE) since 2011. The aim of the funding provided is to support innovative and sustainable community development across a number of rural, disadvantaged Highland communities.

This approach has been developed by Highlands and Islands Enterprise who finance this post and similar positions in several fragile communities across the HIE area. Each post is hosted by a local development group, responsible for establishing a Community Growth Plan for their local area, highlighting issues, opportunities and projects identified by local people. Employees then work with the community to approve and implement the Community Growth Plan and develop and deliver the projects it contains.

The local development group in the Ullapool context is the Ullapool Community Trust which has managed a full-time post since 2011. The Ullapool Community Growth Plan was consulted on during 2011-12 and adopted by the community in September 2012. Since adoption a number of projects outlined in the plan have emerged as priority for the area.

A copy of the Ullapool Community Growth Plan is available to view at www.ullapoolcommunity.org.

The Role

The Project Development Officer post is for a self-motivated and enthusiastic individual to develop our Community Assets projects as part of a Highlands and Islands initiative, *Community Capacity Building Programme*. The successful candidate will have experience of developing and delivering social and environmental projects, submitting funding applications and working with volunteer groups as well as engaging with local residents and groups.

Main Duties

1. Develop projects agreed by the UCT Board, as may arise during the period of employment, against project plans, deadlines and budgets.

The main focus for this post will be to

- Identify and progress the development of projects relating to acquisition of land and/or buildings contributing to delivery of the growth plan objectives.
 - 'Development' in this context means taking a project through from early or existing stages to the point that it is ready to commence. This work to include: co-ordination and driving forward of all required planning, fund-raising, research and consultancy work, including securing appropriate human and financial resources and agreeing a delivery timeline with the Board of Directors
2. Manage and maintain the UCT membership, including updating the membership role, sending reminders of renewal and reporting membership numbers to the Board.
 3. Communicate and engage with; the community, relevant organisations, partners and stakeholders, across the remit area. Encourage involvement, expand membership and increase volunteering to support the work of the Trust. The Project Development Officer will continue to develop close working relationships with a range of local, regional and national organisations.
 4. Preparation of monthly reports on project activity for submission to the UCT Board.
 5. Liaising with Lochbroom Woodfuels Business Manager.

Line Management

The post will have no line management responsibilities.

Reporting

The Project Development Officer will report directly to a member of the UCT board. The post will be strongly supported by the board of directors and other external organisations that provide UCT with advice for different projects.

Working conditions

Ability to work flexible hours will be required to meet the demands of the post. Time off in lieu will be given where tasks unavoidably must be completed outside usual working hours.

On-line computing facilities will be provided if required. Usage payments will apply should the successful candidate already possess suitable computing facilities.

Project planning

Project plans and new project proposals will be taken forward after agreement by the board. Consultation with the membership and the wider community will be carried out as appropriate.

Training

Expected to attend relevant training events, conferences and seminars as directed by the board. In addition, a budget for Continuous Professional Development will be available and up to 4 working days allocated towards this to be taken in agreement with the board.

Travel

Travel and subsistence will be paid against claims for relevant expenditure.

Equal Opportunities

The 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 gender, sexual orientation, 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.

Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of formal education to Highers/A level.	Degree/vocational qualification in a rural-development related subject
Work Experience	An open and inclusive operational attitude Experience of developing, delivering and administering projects A record of working at voluntary and/or community level Experience of working with a voluntary board. Knowledge of project funding sources and application processes	Experience of organising and running events Experience of working in peripheral areas of the Highlands and Islands Worked as part of geographically widespread network Experience of contributing to debate at policy level and public forums Experience of developing innovative community approaches to entrenched problems
Knowledge, Skills and Abilities	Practical experience of realities of community life in peripheral areas of Highlands and Islands Excellent presentational and written communication skills Good team member with excellent interpersonal skills Knowledge of the structures and roles of public agencies engaged in rural development Strong self-discipline to work on own initiative in absence of close management Knowledge of health and safety requirements in the work place	Some knowledge of the roles and structures of organisations engaged in development support and public service delivery in the Highlands and Islands Familiarity with other initiatives in fragile areas (UK, EU, etc) Entrepreneurial approach to income generation for not for profit organisations.
Technical Skills	Good general computer competence (Word, Excel, PowerPoint, Web, email) Comfortable with remote working communications technologies and practices	More advanced ICT skills including website development and management Adept at telephone and video conferencing
Job Circumstances	Ability to be based in the community– unless alternative arrangements possible Flexible for travel Strong motivation and enthusiasm for the post Clean driving license and access to own transport	Ability to establish contacts with Highlands and Island development circles and public agencies Early start date

Development Officer Responsibilities Flow Chart

