

This Post is Fully Funded by the Scottish Land Fund

Job Title: Project Development Officer, Community Hub & Shop.

Hours: 17.5 hours per week.

Salary: £20,000, Pro Rata

Location: UCT Office Ullapool

Duration: Until 31st of June 2018

Leave: 15 days per annum plus statutory holidays.



Job Context and Description

A period of sustainable growth, regarding the transfer of assets into community ownership has resulted in a requirement for Ullapool Community Trust (UCT) to take on an experienced Project Development Officer part-time. We are therefore seeking a self-motivated and dedicated individual to help us develop our Community Hub and Shop project over the next year. There are also potential income generating projects under consideration as part of this project which need to be developed as part of the post, this will require enthusiastic and committed attention to continue the momentum of development for the Trust.

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 must include; individuals, circa 40 independent community based organisations, local businesses, schools and young people as well as paying particular attention to those who are most geographically and socially isolated within our operating area.

The post holder will work with, and support, current and future staff and volunteers who help run the trading side of the shop. They will also facilitate and implement a plan to develop the re-use and upcycle element of the project, as well as being responsible for seeking appropriate funding to develop the project further. This will include delivering the funding strategy as laid out in the business plan, as well as looking at potential ways the project could grow and connect further with the community. The post holder will also be responsible for administering all of the required documentation relating to the role, including submitting claims to cover salary costs, and project finance and control.

The post holder will also look to develop the marketing and communication aspect of the project, ensuring that the community is kept informed and up-to-date regarding progress. Ongoing monitoring and updating of the projects milestones, as well as financial records, will be communicated to the Board of UCT.

A SUSTAINABLE COMMUNITY WHERE EVERYONE ENJOYS A FULFILLED LIFE

This is a pro rata, salaried, part-time post but there is potential for the post to become full time if the post holder can find appropriate match funding to increase capacity and/or develop income streams that can facilitate additional hours. The post holder will be responsible for his or her own time on a flexible basis. The UCT chair and a nominated member of the UCT board will provide on-going support and line management for the role. Access to a car and a full driving licence is required.

Person Specification & Main Duties

Work with the Community Development Officer and UCT Board to -

- Co-ordinate and support the efforts of the local development group (UCT).
- Maintain strong working relationship with the Scottish Land Fund and other potential funders.
- Implement the requirements of the funding strategy as laid out in the business plan.
- Report regularly on the agreed outcomes in reporting to the Scottish Land Fund.
- Communicate with local residents and groups to identify further issues, concerns, opportunities and potential synergy for the project.
- Develop and maintain constructive working relationships with groups within the community, and with staff from public, voluntary and private sector organisations to ensure co-ordinated approach toward social and economic regeneration.

Assist/lead the implementation of the community HUB project with a focus on re-use, upcycling and sustainability, young people and volunteering. This will require –

- establishing and maintaining partnerships where possible/applicable
- completing funding applications
- administering and drawing down funding
- keeping records and writing reports as required by funders and other groups and individuals
- sourcing outside assistance where required from national/regional organisations and agencies
- communicating progress to local community
- Identify new issues, concerns, opportunities and projects through discussion/consultation with local residents and groups. Update Ullapool Community Trust board regularly.
- Ensure high standards of customer service and record keeping on all activities undertaken by UCT.
- Identify and progress opportunities for sustaining UCT's activities once funding support ceases.
- Support the future sustainability of local groups and social enterprises by providing advice and assistance.
- Maintain relationship with Scottish Land Fund and other funders.
- Manage and lead the re-fit and refurbishment of the shop and HUB including acquiring finance to facilitate this aspect of the project.

To access the full job description please visit our website: <http://ullapoolcommunity.org/>

A complete C.V (no more than 2 A4 pages), together with a supporting statement detailing how you feel you meet the Person Specification should be sent to: Flick Hawkins, UCT chair at flick@rhueart.co.uk, or by post to Flick Hawkins, UCT Chair, Rhue Studio, Rhue, IV26 2TJ.

Closing Date for Applications: 30/06/2017

Interviews will be held week commencing: 03/07/17