

Job Title: Community Woodland Development Officer

Hours: Around 35 hours weekly. Agreed overtime and Time Off In Lieu (TOIL) will be subject to discussion.

Salary: Around £20,000. Pension contribution in line with current legislation.

Location: Invergarry

Duration: Fixed term of 23 months. This may be extended.

Trial Period: There would be an initial trial period of three months.

Leave: 33 days per annum including statutory holidays, pro rata.

Equal Opportunities

We will be an equal opportunities employer and will not discriminate in terms of gender, religion, sexual orientation, marital status, race, colour, nationality, ethnic origin, or physical restrictions. Applications are welcome from all who possess the relevant skills and experience.

Background

Glengarry Community Steering Group was set up in November 2013 in order to work towards the purchase of the Wood and Old Forestry Depot in Invergarry, Glengarry, under the NFLS scheme and in November 2014 we received permission from FCS for our application to purchase. Subsequently we have received backing from HIE and FCS to enable us to commission a Feasibility Study and Business Plan. This can be seen on our website glengarry.org.uk. We have also formed a Limited Company, Glengarry Community Woodlands, with a trading arm, which has taken over from the Steering Group (September 2015). We have now been successful in obtaining funding to buy the woodland and employ a Community Development Officer.

We are therefore looking for a Community Development Officer to further develop and implement aspects of our Business Plan and Community Projects.

The Role

The Community Development Officer (CDO) role is aimed at a self-motivated individual capable of working autonomously on a number of projects. The main purpose of the job is to develop projects as specified by the directors of Glengarry Community Woodlands, with the emphasis on community involvement.

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 the wider community. Experience of working with the forestry sector would also be an advantage. The GCW Directors will retain overall control and will direct the Community Officer's activities. However, the CDO will be expected to

exercise initiative in developing proposals to be put to the Directors. In terms of line management it is likely that the successful candidate would be working with one of the Directors responsible for overseeing a particular project.

PR skills will be essential, as will good listening skills alongside the ability to motivate others, and build rapport and trust at all levels with a wide range of stakeholders.

This will be a really exciting post for the right person to demonstrate their enthusiasm, experience and creativity.

Main Duties

1. Develop projects identified by the GCW board in line with project plans, deadlines and budgets. Projects covered by this post will include:

- Development of a path network to take advantage of the terrain, with wildlife hides and viewpoints.
- Setting up of an area dedicated to provision of a forest classroom for local children and for visitors. This will include including sourcing funding, exploring route options and tendering to contractors.
- Planning the renovation of the old FCS Depot building to make it suitable for a variety of uses. We envisage this being centred round a suitable programme of recreational, and/or cultural and art and craft activities and events responding to local interests and skills

"Develop' 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 time-line with the Board of Directors.

2. Liaise with forestry consultants to manage and improve the community woodland asset.

3. Organise and manage a group of volunteers from the local community, and wider afield to assist with a variety of tasks relevant to GCW. This may involve recruiting and training a local Volunteer Leader to help with the management of volunteer groups for different projects.

4. Continue communication with the wider community, including the local primary school, and explore ways of developing a wider community vision by engaging with other community groups.

5. Preparation of monthly reports on project activity for submission to the GCW Board.

6. Investigating, applying for, and managing on-going funding, with appropriate reporting on this to funders and to the directors.

7. Any other duties required by this post, as instructed by the GCW Board.

Reporting

The development officer will report to the GCW board of directors.

Working Conditions

Initially it is expected that the successful candidate would be working mainly from home, with an agreed amount to recompense IT use and phone use. This would be a matter for discussion. The candidate should have easy access to the community. Job sharing will be considered. Appointment will depend on appropriate references and a satisfactory Disclosure Scotland PVG check. Annual Leave entitlement will be in line with National Guidelines. Any overtime and TOIL will be the subject of discussion and agreement between the CDO and the Director appointed as liaison officer.

Project planning

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

Travel

Travel and subsistence will be paid against claims for agreed and appropriate expenditure. If during your employment the opportunity arises to provide working facilities on site, no travel expenses will be paid from home to this location. A current driving license will be required, and access to a suitable vehicle for work purposes.

Applications: These should be made by email to grace@mecanisme.net, and in writing to Grace Grant, The Old Farmhouse, Invergarry, PH35 4HG, and should be supported by two references. Closing Date 20th October
Interview date week beginning 26th October Invergarry

Person Specifications (In Summary)

PREFERRED BACKGROUND:

- Good level of general education to Higher/A-level or equivalent
- Proven success at developing and delivering projects.
- Experience of working with a Board of Directors.
- Knowledge and experience of project funding and application processes.
- Excellent written and verbal communication skills.
- Clear understanding of and experience with community engagement.
- Knowledge of structures and roles of Public Agencies engaged in rural development.
- Ability to work on own initiative in the absence of close management.
- Good knowledge of health and safety requirements in the workplace.
- Good general IT skills.
- Good "hands-on" practical skills.
- Understanding and commitment to community ownership of assets.
- Strong motivation and enthusiasm for the post.

DESIRABLE BACKGROUND:

- Degree or other further education qualification in a subject relevant to rural development.
- 2 years experience in similar roles.
- Experience of organising and running community events.
- Experience of developing innovative community approaches to project delivery.
- Experience of organising and working with volunteers.
- Innovative approach to income generation for not-for-profit organisations.
- Understanding of business planning, contracts, and procurement.
- Web site development and management skills.
- Being based in the community, or with suitable ease of access.

This post and the project are being jointly funded by HIE , The Scottish Government (SLF), and the Glengarry Trust.

