



Community
Woodlands
Association

COMMUNITY WOODLANDS ASSOCIATION

JOB DESCRIPTION: Social Enterprise Development Officer

Salary Scale £29,000 to £30,500

Location: Highlands, Home working

Introduction

Due to increased interest in developing social enterprises in Community Woodlands the Community Woodlands Association (CWA) is seeking a **Social Enterprise Development Officer** to support community woodland groups in development of Employability Service Businesses.

The job remit will include: carrying out feasibility studies, drawing up business plans, developing training programmes to build capacity within groups and coordinating work between groups. As the post involves up to 10 groups across the Highland LEADER region, it is expected that the successful candidate will work from or close to a home base in the Highlands. The post requires a person who is motivated, self-starting, organised, flexible, a good budget and business planner, and committed to sustainable development at the local level.

Accountability

The post-holder will report to the CWA Chief Executive.

Main Tasks

Working with and coordinating the activity of 10 community woodland groups and as part of the CWA staff team.

1. Identifying the training and capacity building needs of each community group
2. Carrying out Feasibility and Community Consultation where required
3. Revising or drawing up new business plans for 10 community groups
4. Identifying and developing opportunities for groups to work together to deliver appropriate services
5. Arranging suitable training and networking events for community groups
6. Preparing budgets and cash flow predictions for each group
7. Reporting to each community group and CWA management
8. Funding claims for this project
9. Funding applications for community groups
10. Any other duties required by this post as instructed by CWA manager

Essential experience, skills and attributes

- Demonstrable experience of working with Community groups with a land based remit
- Demonstrable experience and knowledge of Social Enterprise
- Experience in a management role
- Demonstrable experience in project development and fundraising
- Understanding of business planning, contracts and procurement

- Excellent communication skills, verbal and written
- Able to communicate effectively with senior managers, staff, CWA members and other decision makers, peers in other NGOs, local authorities and existing and potential funders
- Excellent administration skills
- Able to work with minimum supervision on own initiative
- Able to work effectively as a team member
- Demonstrable commitment to the ideals of grassroots sustainable development
- Proficient PC user – word processing; spreadsheets, web/email
- Hold a valid driving licence and have ready access to a car insured for business use,
- Access to office facilities at home or close to home in association with a community woodland group

Terms and Conditions

- Fixed term post to end June 2012.
- A minimum of 35 hours per week. The post holder will be required to work flexible hours, where necessary, to meet the demands of the post. Time off in lieu will be given.
- Annual leave entitlement (includes public holidays): 33 days.
- Salary will be based on the scale from £29,000 p.a. to £30,500 per annum paid monthly in arrears.
- 5% pension entitlement

On-line computing facilities will be provided if required. Petrol and public transport costs and other expenses incurred in the course of duties (to include telephone use, consumables, postage etc.) will be reimbursed.

The Community Woodlands Association has an equal opportunities policy to ensure all members of staff employed by the Association 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 Association is committed to giving full and fair consideration to people with disabilities applying for this post who possess the relevant skills and experience.

Completed application forms and a covering letter should be sent to: Caroline Derbyshire at admin@communitywoods.org

Closing Date for Applications: Friday 16 July 2010

Provisional Interview Date and Location: Inverness 30 July 2010

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