

**Community Development Worker**

**18 hours per week – to be worked flexibly**

**36 month post, extension subject to funding**

**Probationary period of 3 months**

**Immediate start available**

**Responsible to:** Local Development Officer

**Salary:** £12,500 per annum

**Project Aim**

To build upon our existing work and enable us to develop and improve services within the Forres area, supporting FACT towards sustainability. We will build on existing relationships and expand and develop our volunteer base. We aim to develop a social enterprise centre to support local organisations locate and develop co-working relationships.

**Project Activity**

- To work with the local community to implement the Growth and Business Plans and assist with the development and delivery of projects and activities.
- To assist in the development of funding applications and project plans
- Keep records and produce information for reports to funders and stakeholders as required
- Develop and consolidate existing and new partnerships with key organisations, encourage partnership working and accelerate social and economic regeneration through coordinated investment and activity.
- To maintain good working relationships with local groups and with staff from public, voluntary and private sector organisations

**Person Specification**

**Essential**

- Excellent interpersonal skills: including the ability to work well with individuals and groups in a cooperative way, the ability to encourage and support others and the ability to network effectively with other key stakeholders

Forres Area Community Trust is a Company Limited by Guarantee registered in Scotland Company No: SC412275 and a Charity registered in Scotland No: SC044953

- Experience of working with volunteers and in community led project development
- An interest in and experience of community renewal and regeneration
- Good level of computer literacy including Microsoft Office
- Experience of running groups and/or activities and enthusiasm to find out about and develop new activities
- Knowledge of the relevant requirements and good practice in starting and running activities
- Knowledge of the kind of issues which impact on the Forres area and a good understanding of the needs of the community
- Ability to work as part of a team and on their own initiative
- Able to attend events/meeting in rural locations away from the town centre, with a potential requirement for working occasional evenings and/or weekends. There will be occasional overnight stays away from home to attend training events, conferences etc.
- An organised approach to work and excellent time management skills
- A good standard of written communication and numeracy
- Working knowledge of websites and social media

### **Desirable**

- Experience of setting up or developing a project with a creative and innovative approach to service delivery
- Knowledge of the Forres area and the community
- Experience in working with people in a similar role delivering a programme of activities or outreach work
- The ability to plan and prioritise work

### **Key Tasks**

- Production of written material including newsletters, leaflets, brochures, press releases and contribute to FACT reports
- Monitor and evaluate the success of the project and the engagement of the community
- Networking and developing partnerships with a range of organisations and services
- Recruit volunteers and undertake volunteer liaison and rota allocations
- Stimulate new/further activity for stakeholders and service users
- Raise awareness of existing services and signpost to activities/ services as needed