The Forres Town Hall

High Street

FORRES

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Job Title: Support Development Officer
Employer: Forres Area Community Trust
Pay Scale: £35,500 pro rata
Hours of Work: 15 hour working week
Responsible to: Whole Board via Chair
Contract Length: 6 - 7 months starting 1st September 2024

About Forres Area Community Trust (FACT)

FACT is a thriving third sector organisation that aims to make Forres a great place to live, work and visit. We follow the principles of sustainable development and our objects are to:

- Advance citizenship and community development
- Advance and protect the environment, culture and heritage
- Advance education and lifelong learning for the benefit of the general public

FACT runs a number of projects to further these objects. FACT also owns Forres Town Hall, which is the base for these projects and a range of different activities offered by other user groups and organisations. Our next major step, having purchased Forres Town Hall through a Capital Asset Transfer, is to secure its long-term future through a major refurbishment programme and we are currently raising funds for this.

Post Aim:

1. In conjunction with the Lead Development Manager support local community organisations, in particular to enhance communications and networking through providing information, advice, capacity-building and hands-on support and promoted co-ordinated working
2. To ensure FACT's Policies, Procedures and Governance are relevant, up to date and adhered to
3. To co-ordinate, engage and oversee communications with members and volunteers with the Volunteer Co-ordinator

Main Responsibilities:

- Working with the Lead Development Manager to support the local community's efforts to promote and support local projects within the aims of the Forres Area Community Trust

- Working together with the other members of the Senior Management Team (Operations, Finance and Lead Development Manager) to ensure FACT delivers to a high standard

Main Tasks:

Policies, Procedures and Governance

- Preparation, application and review in collaboration with other team and Board Members Partnership Development and Community Engagement
- Working with and liaising with key stakeholders to create a better place to live, work and visit (including public bodies, other third sector organisations and agencies)
- Undertaking Community Engagement Events and Activities as and when appropriate
- Community Capacity Development

Monitoring and Evaluation

- Monitoring and Evaluation of FACT's community engagement and involvement and any other activity the Support Development Manager leads on

Carrying out any other relevant duties that may arise as the work of the Trust evolves

Person Specification

	Essential	Desirable
Qualifications & training:	• A good standard of formal education to Degree level or equivalent	• Qualifications in community learning and development
Previous experience:	• Proven abilities in compiling policies and procedures and monitoring the effectiveness of them • Proven abilities and experience in project development and delivery and in the identification and mitigation of risk	• Experience in a similar role and of working as part of a geographically widespread network • A record of working successfully at voluntary and/or community level
Skills:	• Excellent interpersonal skills, including the ability to work as part of a team or alone, to work well with individuals and groups in a cooperative way, to encourage and support others and to network effectively with key stakeholders • An organised approach to work, with strong self-discipline and excellent time management skills, • To work effectively to manage and deliver projects to agreed deadlines and budgets • Excellent presentation, written communication and numeracy skills	
Knowledge	• Good level of computer literacy with experience of use of computers and communication technologies • Knowledge of the structures and roles of public agencies engaged in rural development	• Knowledge of the Forres area and the community • Understanding of various computer programmes and applications including Xero, Airtable and Google workspace for non-profits and other software such as Google cloud storage
Other	• Strong motivation and enthusiasm for the post and the role • Flexibility for travel and ability to travel across Moray and Scotland • Occasional overnight stays away from home to attend training and conferences etc • Ability and willingness to work evenings and weekends will be required	• Access to transport

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

August 2024