



DEVELOPMENT  
TRUST



**Community  
Development Officer**

**Rousay, Egilsay & Wyre Development Trust is the development organisation for the three islands and are home to a community of approximately 260 people.**

We are looking to recruit a **Community Development Officer** to facilitate sustainable development initiatives within the community. They will engage with residents, identify needs, and collaborate with stakeholders to implement programs promoting social, economic, and environmental progress. Their role involves fostering partnerships, advocating for resources, and empowering community members to achieve collective goals and improve quality of life.



## **OUR GOALS**

Supporting our community to achieve its ambitions, and promoting a healthy, happy and vibrant community.



### **Enhance Our Quality Of Life**

Advancement of education and citizenship. The provision of recreational facilities, open spaces and public amenities. Relief of those in need by age, health, disability or hardship. Relief of poverty and unemployment.



### **Preserve Our Community**

Advancement of community development, urban & rural regeneration. Advancement of arts, heritage, culture or science.



### **Secure Our Future**

Advancement of environmental protection or improvement.

# Job Description and Person Specification



## Post: Community Development Officer

**Location:** Trust Offices, The Pier, Rousay, Orkney KW17 2PU

**Reporting to:** Board of Directors

**Salary:** £36,000 – £40,000 subject to experience

**Pension:** 12% Pension (Employer 7%, employee 5%)

**Hours:** Full time hours 35 per week (excluding meal breaks). Flexible hours required. No overtime paid, but time off in lieu may be taken if appropriate.

Part time applications would be considered, with a minimum commitment of 21hrs per week.

**Leave Entitlement:** 6.5weeks per annum which includes statutory holidays.

**Closing Date:** 29th March 2024

### Purpose of Job

The Community Development Officer role is a diverse and ever-evolving role. Working closely with the community of the three islands of Rousay, Egilsay & Wyre, on behalf of the Trust, to promote regeneration and facilitate the implementation of priority projects identified in the REWDT Strategy. The Development Officer will lead, manage, and implement community focussed initiatives, overseeing community engagement, options appraisals, developing plans, seeking funding and co-ordinating asset transfers.

### Key functions of the role:

- Support the Board of Directors in convening and managing activity across REWDT
- Oversee the day-to-day activity of the Trust
- Be the lead member of staff for the Trust. Line manages the other staff members (currently we employ four other staff), perform annual reviews and manage any training requirements.
- Provide the enthusiasm, motivation and determination needed to see projects through to a successful outcome.
- Work with expert consultant advice and guidance to support recommendations and plans.
- Undertake regular community communication through newsletters, social channels and community meetings.
- Identify funding opportunities, prepare, and submit funding applications, manage relationships with and report to funders appropriately.
- Undertake project planning, management, and implementation to ensure the projects are delivered on time and to budget. Reporting to community & Trust Board.
- Be responsible for Health & Safety of the organisation.
- Carry out risk assessments on all projects, ensuring that neither the Trust nor the people of REW are exposed to unnecessary jeopardy. Develop risk management plans to track, log and manage risk issues.
- Oversee project budgets and liaise with the Trust Board to manage financial arrangements.
- Publicise REWDT and network with other relevant organisations.
- Oversee Business Performance development, to ensure REWDT stay up to date with current best practice for the business associated with our Charitable Trust.
- Oversee the REWDT Grant making processes.
- Keep up to date with relevant legislation and policy related to the projects and make any necessary modifications to accommodate changes.

### Key Working Relationships

- Develop and maintain effective and constructive working relationships with project funders.
- Work collaboratively and proactively with local partners, including housing associations, community organisations, schools, and statutory services.
- Use influencing and negotiation skills to build consensus amongst partners and community members to achieve project objectives. This will involve the resolution of complex problems and conflicting priorities using tact and diplomacy.
- Promote the Trust and the Trust's projects to a range of external stakeholders.
- Report regularly to the Trust Board, providing credible, accurate and timely information. Raise any developments, issues or new risks that could impact on projects, or pose a risk to REWDT.

**Other Information:**

The job will be based at our new offices near the ferry terminal on Rousay. Ideally the position would be filled by someone living on one of the three islands, but the offices now make it commutable from Orkney Mainland, and hybrid working would be encouraged. There is some requirement for occasional weekend and evening meetings to be attending. Relocation assistance may be available.

Rousay, Egilsay & Wyre Development Trust is committed to playing its part in the Fair Work Convention's vision that by 2025, people in Scotland will have a world-leading working life where fair work drives success, wellbeing and prosperity for individuals, businesses, organisations and society. We are therefore developing a workplace that is built on the five key dimensions of Fair Work: effective voice, opportunity, security, fulfilment, and respect.

**How to Apply:**

Please send a covering letter and CV by email to: [info@rewdt.org](mailto:info@rewdt.org)

If you would like to discuss the role in further detail, please contact [info@rewdt.org](mailto:info@rewdt.org) and a manager or director will be in touch.

**Skills matrix:**

Skills & Abilities	Essential	Desirable
Excellent verbal, written, communication and presentation skills	y	
Excellent organisational skills and ability to manage a wide range of tasks	y	
Ability to use own initiative to prioritise and manage own workload	y	
Ability to foster collective working between staff, organisations and community	y	
Diplomacy, negotiation and interpersonal skills to build positive relationships	y	
Creative thinking	y	
Able to inspire and motivate others	y	
Interpersonal skills to deal with a diverse range of people	y	
IT literate	y	
Understanding of community engagement methods		y
<b>Experience</b>		
Management or co-ordinating community regeneration projects		y
Management of staff		y
Experience of voluntary/third sector (local knowledge ideally)		y
Overseeing projects and developments		y
Use of evaluation and monitoring tools		y
Researching and sourcing funding		y
Report writing, record keeping	y	
Previous experience working with a group of stakeholders & community groups		y
<b>Knowledge</b>		
Understanding social enterprise		y
Business planning and development	y	
Understanding the challenges facing Orkney island communities		y
Understanding of current policy context surrounding community empowerment, land reform and community wealth building		y
Knowledge of relevant legislation for the operation of community facilities		y
<b>Training &amp; Qualifications</b>		
Degree level or equivalent, or having significant relevant experience	y	
Other relevant qualifications		y
<b>Other</b>		
Able to work to a flexible schedule (some evenings and weekends)	y	
Driving license with access to own vehicle	y	

**Rousay, Egilsay & Wyre Development Trust.**

The Pier Cabin, Rousay, KW17 2PU

Tel: 01856 821229 email: [info@rewdt.org](mailto:info@rewdt.org) [www.rewdt.org](http://www.rewdt.org)