

STRATHERRICK AND FOYERS COMMUNITY TRUST

JOB TITLE: COMMUNITY ACTION PLAN (CAP) PROJECT OFFICER

The role is funded for two years by the Scottish Government's Strengthening Communities Fund

Line Manager: Trust Manager

Responsible to: Stratherrick and Foyers Community Trust Limited (SFCT)

Remuneration: £13.64 an hour

Contracted hours: 21 hours

Place of Work: Wildside Centre, Whitebridge

Duration of Contract: 2 years (with possible extension)

JOB DESCRIPTION

The CAP Project Officer will manage and ensure delivery of a range of projects that will enhance the quality of lives of those living within the community. This will be achieved by engaging with and supporting community groups who may themselves be leading on a project as well as ensuring delivery of SFCT led initiatives. This post currently carries no supervisory or managerial responsibility but will engage with a number of stakeholders.

JOB DUTIES AND ACCOUNTABILITIES

- To manage and ensure delivery of a range of projects on behalf of the Trust;
- To further develop and ensure delivery of the community action plan;
- To provide support for all Directors in their responsibilities;
- To provide support and work closely with any Contractors/ Project Officer / Fundraisers / Administrator / Community Liaison Officer
- To liaise closely with the Trust CEO to clarify required outcomes, work plans and timings;
- To keep the Chair, Trust CEO and Board members informed and updated through regular reporting and attendance at Board meetings, if required;
- Ensure and support groups for fundraising and grant opportunities.
- Represent SFCT at meetings and events, setting up and managing meetings as required;
- Build relationships with local stakeholders and the community of Stratherrick and Foyers;
- Make presentations on proposed and planned projects;
- Undertake other duties requested by the Chair and/or Trust CEO that further the objectives of SFCT; and
- Any other duty commensurate with the post.

REQUIRED SKILLS AND COMPETENCIES

We are ideally looking for a candidate who has experience in all the areas listed below. However, candidates will be considered if they are able to demonstrate experience across a significant number of the following areas:

- Ability to plan, prioritise and organise work activities specifically in relation to project management and tight funding deadlines;
- Knowledge and experience of working with the public, private and voluntary sectors;

Stratherrick & Foyers Community Trust Limited
Registered in Scotland – Company No. SC270423
Registered Office – The Wildside Centre, Whitebridge, Inverness IV2 6UN
www.stratherrickcommunity.org.uk

- Proven project management skills;
- Logical and diligent with attention to detail;
- Excellent presentation and communication skills;
- Ability to develop and maintain relationships with community groups and the Board;
- Ability to work collaboratively and build trust within the local community;
- Confident user of MS Office software packages;
- An ability to build a strong awareness and understanding of the key issues relating to the community of Stratherrick and Foyers;
- Understanding of community development trusts or similar types of organisations;
- Knowledge and understanding of committees;
- Good knowledge and understanding of budgets and finance.

QUALIFICATIONS REQUIRED

No specific qualification is required however experience in a similar role is essential with good written and numeric skills.

WORKING ENVIRONMENT

Based at Wildside Centre, Whitebridge, the postholder will be required to vary their working hours according to the requirements of the job which includes out of normal hours working. The postholder must hold a current UK driving licence and be mobile throughout the SFCT area.