



THE GLENDALE TRUST
Glendale Community Hall, Glendale, Skye IV55 8WJ
Company Number SC.327627. Registered Charity SCO38741

LOCAL DEVELOPMENT OFFICER
JOB DESCRIPTION

Job Title:	Local Development Officer
Responsible to:	The Glendale Trust, Board of Trustees
Duration of Post:	31 March 2018
Salary:	£25,480 pro rata
Part time position:	20 hours per week

CONTEXT

In 2010, The Glendale Trust (GT) was selected as the anchor organisation by Highlands and Islands Enterprise (HIE) to employ a Local Development Officer (LDO) to work on projects for the benefit of the Glendale area.

Glendale is currently classed as a "fragile" area due to a lack of key essential services such as medical and public transport provision. The closure of the local Borrodale school and the areas predominantly aging population are also key indicators in classifying the area as fragile.

The LDO is employed under the Community Account Management (CAM) Programme, which is a community development initiative funded through Highlands and Islands Enterprise (HIE).



JOB ROLE

The aim of the role is to support the directors of The Glendale Trust to manage its current projects and plan future development for revenue generating projects.

Key responsibilities of the post will require the Development Officer to:

- work with the local communities to assist with the stimulation, planning and evaluation of development ideas.
- work with the Trust to identify future opportunities to bring about regeneration in the locality and update the Community Growth Plan, setting out the Trust's vision for the next five years.
- promote local development projects.
- develop business plans and funding proposals for those projects identified as priorities within the Community Growth Plan.
- oversee the implementation of these projects, including the sourcing and drawdown of funding, and the keeping of records/writing of reports as required by funders.
- maintain constructive pro-active working relationships with groups within the community, to include the Community Council, Glendale Hall Committee and The Glendale Estate.
- manage the delivery of the Trust's existing projects including contract negotiation, monitoring and evaluation, reporting to the Directors and funders.
- market the projects and liaison with partners and Stakeholders.
- oversee the development of new projects. It is likely this will include negotiations with partners and stakeholders, project development and option appraisal, business plan development, market plan development (where appropriate), risk analysis, funding plan development and presentations to The Glendale Trust and partner organisations for approval as required.



- develop and implement a communications plan to improve interaction between the Trust and the community at large. This will include:
 - Attendance at external meetings and events, making presentations and liaising with partners and the community (e.g. open meetings).
 - Implement communications plan including management of social media, newsletter and website.
 - Development and management of marketing material.
 - Liaison with the press and media including preparation of press releases and interviews.
- offer guidance, advice and assistance to community groups in the development of projects where they will take the lead.
- participate and/or lead on the development and delivery of events related to the delivery of the Community Growth Plan and projects.
- contribute to Financial Management and Fundraising for project implementation, including preparation of funding applications, accessing sources of funding with which to develop and deliver projects, financial record keeping and grant claims as required.
- liaise with staff from public, voluntary and private sector organisations, to ensure a co-ordinated approach.
- organize and participate in annual community events such as the Glendale Homecoming.

The Local Development Officer will be expected to have a collaborative and flexible approach to work and undertake other tasks as may be agreed with The Glendale Trust.

Recording: All employees of the Community Trust fill in weekly time sheets and work planned sheets for the week ahead.