

JOB DESCRIPTION

Job Title

North Ronaldsay Community Development Manager (17.5 hours)

Responsible to

The Chairperson, The North Ronaldsay Trust ('NRT')

Duration of Post

Two years from start date

Background and Purpose

North Ronaldsay is the northern most of the Orkney Islands. It is an island with a rich natural and built heritage but faces a continuous challenge to maintain the economic sustainability of the island. The North Ronaldsay Trust was established in 2000. The Trust's activities are based around six main themes:

- Preserve built heritage
- Conserve natural heritage
- Promote Industry & commerce
- Provide housing
- Support for the community
- To advance education

Many of the projects have been significant capital projects where NRT has been fortunate to have been awarded funding in response to applications. The appointment of a Community Development Manager will be a significant step forward to help identify and implement projects for the generation of revenue to provide working capital and to generate funds for further capital projects.

In addition to working for NRT, where time and resource permits, the Community Development Manager will work closely with the local community to stimulate, plan, implement and evaluate ideas and projects that will revitalise the economic, social and cultural environment.

Key Responsibilities

- To promote local projects which develop the use of assets or provide services which have the potential to generate income, for example:
 - Housing
 - School Hub
 - Dark Skies
 - Communications
 - Ranger
 - Nest unit
 - Marketing

- To work with local community groups to assist with the stimulation, planning and evaluation of development ideas, including the updating of community appraisals for the local area.
- To take forward priority projects identified in a “North Ronaldsay Community Development Plan”.
- To revise, refine and update the “North Ronaldsay Development Plan”, ensuring sustainability and achievability which takes into account the community’s vision for the next 5 years, and uses this vision to establish priorities for sustainable development. This should involve widespread community engagement and consultation and the resulting plan should reflect the wishes/needs of the whole community.
- To maintain constructive working relationships with community representatives, public, voluntary and private sector organisations to ensure a co-ordinated approach and enable acceleration of social-economic regeneration through co-ordinated investment by development and public agencies.
- Ensure accurate and timely monitoring/recording of activities and provide regular reports to the line manager, Executive Committee, Board of Directors and funders as required.
- Attend meetings, and, or conferences as required in Orkney and from time to time on the Scottish Mainland
- Work within any policies and procedures as stipulated by funders or regulatory bodies
- To liaise with local community groups to deliver an effective service to the North Ronaldsay community
- Carry out any other duties that may arise and which are considered appropriate to the role

This job description is a general statement of the duties and responsibilities associated with the post. It is subject to periodic review to reflect the changing nature of the post and the needs of the community.

Relationships and day-to-day organisation with NRT

The North Ronaldsay Trust will see the Community Development Manager as a vital member of the team and will work together in a spirit of co-operation and team work for the benefit of the North Ronaldsay community. To do this NRT will set goals and methods of working directly related to the objectives of the Trust and throughout will regularly measure, communicate and recognise performance.

Office accommodation

Office accommodation will be made available at the School Hub on North Ronaldsay.

Contact with NRT

In all work with the NRT the Chair of the North Ronaldsay Trust will be the line manager for the Community Development Manager

Workplan

The Chairperson of NRT will discuss and agree a range of shorter-term objectives and targets to provide a work plan for the coming three months.

The workplan will be very much arrived at by mutual agreement after a discussion on prioritisation of work, time allocation and other resources. It will be jointly “owned” by the Community Development Manager and the North Ronaldsay Trust

This workplan will be revised and updated on a rolling three month basis.

Informal and formal performance reviews

The achievements and method of achievement of the workplan will be the key method of assessing performance of the Community Development Manager and will be a key input into the monthly supervision meetings and annual appraisal carried out by the VAO Chief Executive

Attendance at meetings

The Community Development Manager will be encouraged to attend all community meetings and in particular meetings of the directors of the North Ronaldsay Trust. The North Ronaldsay Trust makes good use of teleconferencing.

Progress reports

Each week the Community Development Manager will provide a short bullet point e-mail summary of current activities to the directors of the North Ronaldsay Trust.

Accountability

NRT is the employer and the post will be line managed by the Chairman of NRT, who will hold monthly supervision meetings and an annual appraisal.

Hours

17.5 hours per week flexible. Some out of hours work may be required. No overtime will be paid but time in lieu allowed for any hours worked in excess of 17.5 per week. No more than ten hours will be accrued as time in lieu without the explicit permission of the line manager.

Location

Working on the island will be a key requirement of this post. A post holder who is not an island resident will need to demonstrate that they can meet the requirement for regular and frequent visits to the island. Similarly, an island resident will need to demonstrate they can meet the requirement. The post will have a working base in the School Hub on North Ronaldsay. However, by prior agreement, home working or an alternative location may also be agreed providing this supports the work of the post and is not to the detriment of the requirement to work on the island.

Salary

£17,500 per annum.

Holidays

Pro rata 28 days per year including 9 days public holidays.

Person Specification

	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none">• Ability to relate to a wide range of people, sectors and services• Excellent organisational skills• Strong negotiating skills• Strong communication skills, both written and verbal• Understanding of and interest in community and economic development• Understanding of community engagement methods• Marketing• Grant writing experience• Research skills on identifying grants for specific projects	<ul style="list-style-type: none">• Understanding of social enterprise• Understanding of charity law• Knowledge of the local third sector• Facilitation skills• Access to transport
Qualifications/Experience	<ul style="list-style-type: none">• Project management• Financial planning• Identifying and completing funding applications• Developing outcomes based plans• Monitoring, evaluation and reporting• Experience of working with community groups• IT skills including Microsoft Office programmes• Experience in fundraising through Campaigns	<ul style="list-style-type: none">• Business or management qualification• Delivering presentations• Creating promotional materials
Disposition	<ul style="list-style-type: none">• Positive approach• Flexible with the ability to work outside usual office hours• Ability to respond positively to conflicting demands• Sincerity, patience and tact with the ability to earn the trust of others• Motivated and able to motivate others• Able to use own initiative and to work unsupervised• Ability to perform under pressure• Excellent listening skills and confidence in talking to people in groups and on a one to one basis• Proactive	