

## DDCA Community Development Leader Job Description

**Job title** – Community Development Leader (Economics)

**Location** – Home / Dufftown Clock Tower

**Employer** – Dufftown and District Community Association (DDCA)

**Report to** – Chairperson

### **Purpose of appointment**

The Community Development Leader will take responsibility for detailed development and delivery of a range of community projects and events in the Dufftown and District area. The post holder will carry out a review of current and planned community projects, including identifying and securing funding for such projects, any asset acquisitions and improvements with the potential to deliver DDCA into a sustainably self-financing position.

The post holder will be supported in this role by Trustees and ordinary members of the DDCA. Line management will be to the Chairperson. The role will be awarded for a fixed period of two years but may be extended if agreed targets and outputs are delivered, and funding is available.

### **Key responsibilities**

1. Review existing and potential community assets in the area and develop a plan for asset improvement and, or acquisition including; consulting stakeholders, assessing feasibility, securing appropriate funding.
2. Review the Dufftown and District section of the Dorenell Community Development Plan in conjunction with the 2021 Dufftown Community Action Plan (CAP) and in consultation with stakeholders, DDCA members and the wider community
3. Develop a prioritised action plan for the delivery of DDCA strategic plan
4. Promote DDCA membership, volunteering and participation in events in the Dufftown and District area.
5. Develop strong and working relationships with other communities developing similar projects and explore the potential for cross boundary working and collaboration
6. Monitoring and evaluating the performance of the DDCA by agreed methods and measures of success, including collaborative working up of baseline status, objectives and outcomes
7. Undertake any other task commensurate with the sustainable development of our communities.
8. Line management of other employees as required by the board of Trustees.

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Dufftown and District  
Community Association

**Website:** [www.dufftowncommunity.com](http://www.dufftowncommunity.com)

**Email:** [Hello@dufftowncommunity.com](mailto:Hello@dufftowncommunity.com)

**Facebook:** @DufftownCommunityAssociation



Dufftown and District Community Association is a Scottish Charitable Incorporated Organisation (SCIO) regulated by the Scottish Charity Regulator (OSCR), Scottish Charity number: SC023622.

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### Qualifications, skills and experience

- A relevant degree 2:1 or higher or significant experience in community development / regeneration or history of demonstrable success in a similar role.
- Experience of community consultation and the ability to process survey results. Understanding and experience of community asset acquisition and development including funding, business planning, feasibility and sustainability
- Understanding and experience of events planning and management
- Understanding and experience of volunteer recruitment and management
- Knowledge of the funding landscape and demonstrable ability to secure external funding for projects
- Knowledge of Dufftown and District or experience of working in similar communities
- A creative and flexible approach to tasks including the ability to delegate and work independently
- Excellent IT skills including Microsoft office, social media and Wordpress would be an advantage
- Experience of monitoring and evaluating tasks and projects

### Hours

Expected hours are 37.5hrs per week with the option for flexible working, some evening and weekend working may be required

### Salary

The annual salary for this role is £37,000 p.a.. The successful candidate will have access to IT equipment provided by the DDCA.

### Annual Leave

There is an annual leave allowance of 20 days per annum, in addition, all staff receive 8 public holidays per annum.

Version dated 31/08/2021

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