



DDCA

Dufftown and District
Community Association

Recruitment Pack 2021



DDCA
Dufftown and District
Community Association



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

**Progress led by
our passion**

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About Dufftown and District Community Association

Who we are

The DDCA are a Scottish Charity, comprising of members and trustees. The charity governing document is the constitution. This document sets out who we are and how we operate, along with our charitable purposes.

The DDCA was founded in 1995 through the amalgamation of two groups and has grown to encompass a variety of responsibilities within the area.

The DDCA seeks to achieve the following purposes:

- The Advancement of citizenship or community development
- The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- The prevention or relief of poverty in the community of Dufftown and District.

What we do

Trustees are appointed by members to be accountable for the operation of the charity. The trustees meet regularly and advance the charities activities through the powers conveyed upon them in the constitution.

The DDCA operate six sub-groups to structure our activities, this affords a level of delegated autonomy to the trustees and members active in these areas.

The trustees conduct consultations to ascertain the needs of Dufftown and District and they plan community development to meet these needs. The trustees act on many topics as they arise, such as liaising on the community benefit funds of wind farms in the area.

The trustees typically meet monthly with the pandemic affording a more agile approach to meetings, using online video conferencing and team working tools such as Slack.

How we do it

The DDCA is reliant upon volunteers to manage the charity and complete activities aligned to it's charitable purpose. Without volunteers, the DDCA would not exist.

It is acknowledged that in a small town, there are many groups competing for volunteer's time so the DDCA are actively pursuing a strategy to staff the DDCA activities with paid resource. We have secured our first full time employee for the next two years and hope to build upon this.

The DDCA will seek to recruit more members and have recently changed the constitution to allow for Junior Members, Associate Members and Co-opted Trustees.

We have our first Associate member applications forms ready to distribute to existing partners.



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Tininver Park Upgrade

Fundraised £50,000, conducted community consultation, supported council tender process.
Phase 1 of Tininver Park completed!



Recent Successes

Dufftown Bike Hub

Fundraised £40,000, bought 25 bikes, now we operate a bike hire scheme. 10 bikes on loan to Key Workers for commuting to work.



Bought Dufftown Clock Tower

March 2020 - Became the proud owners of the Dufftown Clock Tower



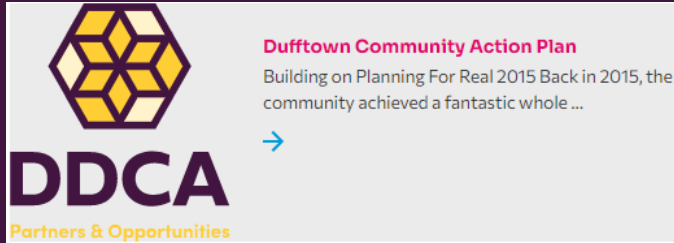
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Fundraised £4,000, refreshed the Dufftown community action plan.



Recent Successes

Community Led Affordable Housing

Fundraised £26,000, appointed Community Housing Trust and are actively developing our approach to meeting the Dufftown Housing Needs



Bought a community e-car

Fundraised £24,000 and bought an electric car for use in the community.



DDCA Strategy Overview

Vision

Dufftown is the most sought-after community in Moray where everyone has the chance to shine

Mission

To develop community opportunities while creating a more just community

Objective

To transition from a £10K p.a. community association to a greater than £100k p.a. Charity

Strategic Objectives

Improving Prosperity

Amenity & Outdoors

Partners &
Opportunities

Protecting Heritage

Developing Enterprise

Promoting Advocacy



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Trustee Role

Objective

Contribute to the overall delivery of the DDCA strategy, monitor implementation, and provide constructive contribution and challenge where appropriate

The candidate

- You Live, Work or are passionate about Dufftown and District.
- You come from a diverse background willing to accept other people's views and ideas, consider them and constructively debate your point of view.
- You are willing to donate your time to the DDCA while having the commitment to complete actions.
- You bring energy and ideas to the DDCA and in return the DDCA provides opportunities for personal growth, development and the satisfaction of professional execution of our strategic plans.
- Desirable skills: Leadership, Influencing, HR skills, IT/Systems, PR/Communications, Knowledge of Charity governance, Strategy Development, Project Management, Diversity, Equality and Inclusion.

Key responsibilities

- Read and follow the DDCA constitution
- Adequately prepare for trustee meetings and regularly attend (Once per month normally).
- Monitor the financial position of the charity and ensure corrective action is taken where appropriate
- Participate in appropriate governance of other risks including following OSCR guidance on safeguarding, prevention of fraud and inclusion leadership.
- Actively participate in DDCA subgroups and monitor the progress of projects.
- Declare any conflict of interest
- Be a role model and ambassador for the DDCA

Legal Duties

- To act in the interest of the charity
- To seek to ensure that the charity exercises its functions in accordance with its purpose
- To act with care and diligence expected of a person managing another person's affairs
- Ensure that the charity complies with charity law

The DDCA will reimburse reasonable expenses incurred through your role as a Trustee.



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Membership

Objective

To support the objectives of the DDCA and consider the annual performance of the Trustees.
Championing the work of the DDCA in the wider community.

The candidate

- You Live, Work or are passionate about Dufftown and District.
- You come from a diverse background willing to accept other people's views and ideas, consider them and constructively debate your point of view.
- You are willing to donate your time to the DDCA while having the commitment to complete actions.
- You bring energy and ideas to the DDCA and in return the DDCA provides opportunities for personal growth, development and the satisfaction of professional execution of our strategic plans.

Key responsibilities

- Read and follow the DDCA constitution
- Adequately prepare for and attend the organisation's AGM.
- Actively participate in DDCA subgroups of personal interest.
- Declare any conflict of interest
- Be a role model and ambassador for the DDCA

Legal Duties

- Charities and Trustee Investment (Scotland) Act 2005 and the regulator OSCR set the following expected standards of conduct of members of a charity:
 - Act in the interests of the charity, and
 - Seek in good faith, to ensure the charity acts in a manner which is consistent with its charitable purposes.



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Associate Member

Objective

**To support the objectives of the DDCA and consider the performance of the Charity.
We both consider opportunities to partnership.**

The DDCA supports many groups in Dufftown & District and in return it would be fantastic if they can show their support by becoming an associate member of the DDCA. This would allow them to receive information before it becomes public and give them an opportunity to feedback on community development plans.

Associate Members can attend AGMs and other public meetings but not participate in voting on DDCA matters.



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Co-opted Trustee

Objective

To support the charity management with specialised skills, providing feedback and support to Trustees and employees.

As the DDCA grows, we are seeking to add key skills into the trustee team so that we are resourced for success. Co-opted Trustees do not need to live or work in the area of Dufftown and District providing some flexibility for the DDCA to attract suitable talent to support the charity.

This role is vital for our success and will be targeted at increasing our resource with the following capabilities: Leadership, Influencing, HR skills, IT/Systems, PR/Communications, Knowledge of Charity governance, Strategy Development, Project Management, Diversity, Equality and Inclusion.



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Junior Member

Objective

To support the DDCA to focus on encouraging citizenship, youth opportunities and community spirit.

The DDCA delivers for all residents of Dufftown and District but our young people need specific encouragement to take part and be heard. This is a fantastic opportunity for people to help shape what the future of their community will look like.

Junior Members can consult on change, providing feedback on the best way to engage the young people of Dufftown and District.



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How to apply

If you are interested in finding out more or signing up as a Member or Trustee please get on touch through the following means:

www.dufftowncommunity.co.uk/contact-us/

www.facebook.com/DufftownCommunityAssociation

www.instagram.com/dufftown_community_association

www.linkedin.com/company/dufftown-community-association/

By email:

hello@dufftowncommunity.co.uk

Or approach one of the current Trustees for a chat:

<https://dufftowncommunity.co.uk/ddca/meet-the-team/>



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