

**Role Profile – Development Officer - Freelance Contractor**

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| Employment Status | Freelance Contractor Self Employed – Home based with some travel |
| Start Date | Anticipated as mid to late January 2025 |
| Length of contract | Initially 3 months with a possible 9 month extension, funding dependent (48weeks work over 1yr duration) |
| Commitment of Hours | Average of 15 hours per week over 48 weeks (weekly hours can be adapted to run across the life of the contract on an as needed basis) |
| Hourly rate of pay | £20 per hour |
| Schedule of Services | This schedule of service is broad-based and is not intended to be an exhaustive list of all possible duties. It is recognised that in line with the changing needs of the Trust, there may be a requirement to review this schedule of services from time to time to ensure that it accurately reflects the services to be provided by the freelancer to the Trust. |

**About Fossoway Community Development Trust (FCDT)**

FCDT is a charitable Development Trust and Ltd company dedicated to the Community of Fossoway District. Our members are at the heart of our organisation. You can find out more information about The Trust on our website <https://fossowaytrust.com>

**The Role**

**Key Objectives - Communication**

In collaboration with the Directors and Project Working Groups, you will

* identify and build relationships with a range of community stakeholders, including the local authority, other Community Action Trusts, local community groups and social enterprises.
* raise awareness of FCDT and build trust and relationships within the local community.
* liaise with existing community groups and individuals supportive of the aims of the Trust
* positively raise the profile of FCDT and the services we provide through networking within the community inclusive of collaborative working with external stakeholders, agencies and partnerships.

**Key Objectives – Development – Community Asset Transfer of Blairingone School**

In collaboration with the Directors, you will

* understand and document the key stages, activities and stakeholders for a Community Asset Transfer request and progress any applications on behalf of FCDT
* if the CAT is supported by the Directors, you will support the working group in seeking renovation funding and identifying organisations that wish to use the Hall

**Key Objectives – Development – Fundraising**

In collaboration with the Working Groups, you will

* assist in the preparation of reports for funders ensuring that all aims and objectives set out within funding applications are met.
* take a lead in the creation and submission of funding applications to ensure the ongoing sustainability of the Trust and the services that it provides to the community.

**Key Objectives – Monitoring & Review**

In collaboration with the Directors you will

* produce project plans for all projects including key decision points, timelines, expenditure and resource plans.
* collect quantitative and qualitative data to demonstrate the positive impact of FCDT’s engagement work within the community.
* proactively obtain and collate feedback at regular intervals, evaluating information and data to inform project decision making and establish achievement against project outcomes as identified in the FCDT CAP.
* adhere to policies, including equal opportunities and health and safety.

**Outcomes**

* Trust working groups will have dedicated project plans that have clear timelines with decision points and resource requirements
* Agreed projects will be fully funded or feasible funding opportunities identified

**Skills and experience required**

* Local area knowledge
* Strong organisational, research and writing skills
* Good computer skills - ability to use Google Drive, Word and Excel
* Strong communication skills and ability to create a network of contacts to benefit FCDT
* Fundraising and social media marketing experience is desirable
* Ability to listen and be at ease talking to a group
* Proactive
* Ability to work some evenings (to attend Trustee meetings)

The hours are not fixed to provide maximum flexibility for the successful candidate. The start date is mid to end January 2025 for a period of 48 weeks but we will be looking for ongoing funding thereafter so there is potential for the role to be extended.

This post is offered on a self-employed, freelance basis and you will be responsible for your own tax and National Insurance. The successful candidate will be expected to work closely with the Directors and Trust Secretary. A PVG check may be required.

**Application deadline: Midday 10th of January 2025 but please submit as soon as you can as we will review applications as they arrive.**

**To Apply - Please email your CV (max 2 pages) and a covering letter (word document format) to** [**info@fossowaytrust.com**](mailto:info@fossowaytrust.com)

**Face to face interviews will take place on a rolling basis with the last ones taking place week commencing 13th January 2025.**

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