



## **KINLOCHLEVEN COMMUNITY TRUST**

### **DEVELOPMENT OFFICER**

#### **Job Description**

The Development Officer will report to the Chair of the Kinlochleven Community Trust (KCT), or a nominated representative appointed by him/her. The main duties of this position are listed below.

#### **Main Duties**

##### **1. Project Development**

- Identify, research and assess feasibility of heritage, conservation and other community development projects reporting them to the Board, groups and committees
- Implement projects including preparing and submitting funding applications and end of funding reports
- Submit planning applications as required
- Supervise works being carried out by others on behalf of the Trust
- Prepare appropriate progress report for monthly KCT Board meeting on identified priority projects
- Work with the board to prepare annual KCT cash flow budgets including actual and forecast figures

##### **2. Office Management and Communication**

- Management of all KCT Staff including training requirements
- Agree annual targets for all staff and appraise against these
- Meet at least weekly with administrator to agree office priorities
- Oversee the day to day running of the KCT accounts
- Meet with community groups on a regular basis to agree priorities
- Attend board meetings and sub committee meetings and prepare associated papers
- Liaise with Directors regarding the governance and financial requirements of Companies House and OSCR.
- Meet with funding partners on a regular basis and prepare associated papers

### **3. Land Management**

- Undertake factoring duties for all community owned land and property portfolios
- Prepare tender documents for contractors
- Oversee the ground maintenance of KCT land
- Implement rent reviews for all tenants
- Management of lease arrangements
- Organise maintenance of existing buildings
- Tenant dispute resolutions and negotiations concerning tenant and Trust improvements
- Carry out formal annual client care meetings with all tenants and prepare reports for board with any recommended action required
- Liaise with potential tenants for existing/new infrastructure
- Liaise with event organisers regarding land use and agreements.

#### **Other Duties**

- Any other duties as directed by the board of Directors

#### **Outline conditions of employment.**

- The post will have a three-month probationary period
- The post will be based on a 28 hour working week; some evening and weekend working will be required
- No overtime will be paid, but time of in lieu will be agreed with line manager
- Annual holiday entitlement is as per statutory holiday entitlement, you may be required to take leave at specific times of the year.
- Statutory Sick Pay arrangements will apply
- Competitive salary depending on skill set and experience
- If entitled, you will automatically be enrolled in the KCT pension scheme.

#### **Essential Skills**

- Management experience
- Excellent communication and organisational skills
- Good IT Skills; experience of Microsoft Office
- Self-motivated
- Team worker
- Full driving licence and access to a vehicle

#### **Desirable skills**

- Proven track record of successful funding applications
- Good working knowledge of Sage accounting software
- Experience of estate management