



JOB DESCRIPTION

Job Title: Growth at the Edge - Local Development Officer

Responsible to: To be determined a Director of Durness Development Group

Duration of Post: until December 2011. However it is anticipated that this post will continue beyond this date subsequent to future funding being secured.

Context of Job:

The communities of **Durness Parish** have been selected as an area where enhanced support under a new approach called Growth at the Edge /Fas aig an Oir can achieve innovative and sustainable community development. This approach is being developed by Highlands and Islands Enterprise, and is designed to support the most remote and disadvantaged communities within the area.

H.I.E. and LEADER will co-finance the services of a Local Development Officer who will be expected to work to the instruction of the **Durness Development Group**, to benefit the whole community.

Main Duties:

To work with the local communities to assist with the stimulation, planning and evaluation of development ideas, including the updating of community appraisals for the local area.

To produce a 'Growth Plan' for the area, which takes into account the community's vision for the next five years, and uses this vision to establish priorities for development.

To promote local development projects within the aims of GatE/FaaO for the **Durness Development Group**

To develop business plans and funding proposals for those projects identified as priorities within the Community's Growth Plan.

To oversee the implementation of these projects, including the sourcing and drawdown of funding, and the keeping of records / writing of reports as required by funders.

To maintain constructive working relationships with groups within the community, and with staff from 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.

OVERALL PURPOSE OF THE JOB:

To co-ordinate and support the efforts of the local development group. To look for ways to integrate all local voluntary and community based actions in order to support the wider aims of the community.

To develop the initial community appraisal/needs survey and use this to generate a local community development plan which can be endorsed by the local Community Planning Body.

Subsequent to the plan endorsement, ways need to be found to implement the plan contents, this will require a series of prioritisation decisions with the objective of achieving clear early wins alongside the longer term nurturing of the community` long term vision.

Each community will possibly be at a different start point and this needs to be recognised when prioritising the work streams.

CONTEXT OF POST:

Community Planning is the national process whereby community actions are seen as crucial in prioritising investment. Within that process much can be gained in the development of citizenship, cohesion and good old fashioned community values.

The EU funded LEADER programme has delivered significant local development in terms of infrastructure and capacity. The LEADER programme has been compared to some other initiatives developed to help those communities where they were perhaps unfairly excluded due to geography, demographics or capacity.

Evaluation of those programmes have helped develop this opportunity.

The key operational objectives which need to be set are.

- Local group able to establish strong working relationship with H.I.E. area office via a named contact.
- Local group able to obtain endorsement for their prioritised development plan.
- Local Development Officer (LDO) willing and able to pursue personal and effective development in order to implement plan and projects.
- Project Implementation to link to agreed outcomes as well as local needs.
- LDO reporting framework to be agreed and detailed.
- Future sustainability of the local group to addressed as early in the process as possible.

MAIN DUTIES:

1. To stimulate and support the development, implementation and monitoring of local community development plans.
2. To support the role of the local community development groups, in particular through providing advice, information, and training, and promoting effective development officer employment and support structures.
3. To secure adequate finance for the necessary consultations for the local plan and to ensure that early implementation becomes a reality.
4. To establish and facilitate effective communications for exchanging experience and information between community groups, and with other similar areas in the Highlands and Islands and further afield.
5. To nurture effective support by Community Planning Partners for the local community development group and LDO.
6. To develop the relationship with the named HIE contact.
7. To manage the usage and delivery of funding support (eg seedcorn funding)
8. To ensure high standards of customer service and record keeping on all activities undertaken by the Local Development group.

PERSON SPECIFICATION

Job Title : Local Development Officer			Employer :- [Durness Development Group]		
			H.I.E. Contact :- [To be determined]		
Key Criteria	Essential	Desirable			
Qualifications and Training	<ul style="list-style-type: none"> ◆ A good standard of formal education to a Highers level. 	<ul style="list-style-type: none"> ◆ Degree/vocational equivalent in a rural-development-related subject. ◆ European Computer Driving License qualification 			
Work Experience	<ul style="list-style-type: none"> ◆ A record of working at voluntary and/or community level. ◆ An open and inclusive operational attitude. ◆ Some training – or willingness to train – in project development ◆ Experience of remote working, utilising communication technologies and other practices in place of face to face communication and an office environment; 	<ul style="list-style-type: none"> ◆ Experience of working in peripheral areas of the H&I ◆ Worked as part of geographically widespread network ◆ Experience of contributing to debate at policy level and public forums ◆ Experience in the preparation of innovative approaches to entrenched problems. 			
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> ◆ Excellent interpersonal skills; able to influence and motivate others ◆ Excellent presentational and written communication skills, including formal papers and reports; ◆ Knowledge of the structures and roles of public agencies engaged in rural development. ◆ Strong self-discipline to work effectively remotely in absence of close management; ◆ People management skills. 	<ul style="list-style-type: none"> ◆ Some knowledge of the roles and structures of organisations engaged in development support and public service delivery in the H&I; ◆ Familiarity with other initiatives in fragile areas (UK, EU, etc) ◆ Knowledge of project funding sources & application processes; ◆ Practical experience of the realities of community life in the peripheral H&I; ◆ Gaelic speaker. 			
Technical Skills	<ul style="list-style-type: none"> ◆ Good general computer competence (Word, Excel, Web, email, PowerPoint); ◆ Comfortable with remote working communications technologies and practices; 	<ul style="list-style-type: none"> ◆ More advanced ICT skills including Website development; ◆ Adept at telephone & video conferencing 			
Job Circumstances	<ul style="list-style-type: none"> ◆ Able to be based in the community– unless alternative arrangements possible; ◆ Flexibility for travel; ◆ Strong motivation and enthusiasm for the post and the role ◆ Access to own transport 	<ul style="list-style-type: none"> ◆ Ability to establish contacts within H&I development circles and public agencies ◆ Early start date 			