

## Job description and person specification

**Job title:** Hub Development Officer

**Hours:** 37.5 hours per week

**Salary:** £28,600

**Contract length:** two years

**Location:** Glasgow (home working at present)

### Background

Community Land Scotland is the representative body for Scotland's community landowners. Its vision is for the community ownership of land and buildings to be a significant driver of sustainable development across the whole of Scotland.

It works to: be a collective voice for community owners; encourage more community ownership of land and buildings; facilitate mutual support and knowledge exchange between community landowners; and to collaborate with other organisations to ensure community landowners get the support they need.

The Community Ownership Hub: Glasgow and Clyde Valley ("CO Hub") is a project of Community Land Scotland. It is a support and promotion project for communities of geography who want to own land or buildings in Glasgow and the Clyde Valley. This is a pilot project, with the aim of focusing resources on the Glasgow and Clyde Valley area to accelerate urban community ownership.

The CO Hub supports community groups in their community ownership journey. We connect people and organisations, and we work closely with others to put the right expertise in the hands of the community. We provide support on community purchase from private landowners through negotiated sales, and tips on community right to buy. We have funding for specialist studies through a Support Framework, ensuring communities have access to the best advice. We also work strategically to promote community ownership and to create conditions for community ownership to thrive.

This new role is a key part of our team. The Development Officer will provide support to community ownership groups, promote community ownership, and contribute to Community Land Scotland's strategic and policy work.

### Applications

Applicants should complete our application form and return it to: [kerrie.reid@communitylandscotland](mailto:kerrie.reid@communitylandscotland) by the 2<sup>nd</sup> April. If you have any questions about the role or the application process, contact Carey Doyle at: [carey.doyle@communitylandscotland.org.uk](mailto:carey.doyle@communitylandscotland.org.uk)

## Job description

The role will include the following key tasks. However, these may extend as the role develops:

- Act as a first point of contact for geographic communities that are seeking to buy land or buildings in the Hub area
- Support communities on their journey towards ownership, with a particular focus on the acquisition of privately owned assets
- Organise support for the community through the Hub's Support Framework, where appropriate
- Where relevant, signpost communities to other support providers
- Organise peer-to-peer support sessions and training for aspiring and recently post-purchase community owners
- Liaise between communities and landowners / partners, where appropriate
- Assist aspiring community landowners to share their stories
- Produce case studies and guidance
- Make connections with organisations that support community and third sector organisations
- Develop and implement a strategy for engaging with and supporting communities that may have low levels of knowledge of or barriers to community ownership
- Support communities to develop joint initiatives where appropriate
- Assist the Policy and Partnerships Manager with intelligence gathering and research
- Any other tasks as reasonably requested to support the wider role of Community Land Scotland and the Community Ownership Hub in the support and promotion of community landownership across Scotland.

Evening and weekend working will be part of this role.

## Person specification

| Key Criteria       | Essential  | Desirable  |
|--------------------|--|--|
| Experience         | <ul style="list-style-type: none"> <li>• At least two years' experience of working in the social enterprise, community or voluntary sector</li> <li>• Experience of providing development or business support to individuals or organisations</li> <li>• Experience of working with a wide range of individuals</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in the community ownership sector</li> <li>• Experience of land or asset ownership or development</li> <li>• Experience of writing case studies and reports</li> <li>• Social media or marketing skills</li> <li>• Experience in the relevant geographic area.</li> </ul> |
| Personal qualities | <ul style="list-style-type: none"> <li>• A passion for community-led approaches</li> </ul>   |  |

|                   |   |  |
|-------------------|---|--|
|                   | <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• An ability to learn quickly and communicate knowledge effectively</li> <li>• Highly organised</li> <li>• Self-motivated and able to work remotely from a line manager as well as in a small team</li> <li>• Able to feel at home in a small and collaborative team</li> <li>• Flexibility</li> </ul> |  |
| Job circumstances | <ul style="list-style-type: none"> <li>• This job may include travel and attendance at meetings outwith normal office hours</li> </ul>  |  |