

Job description and person specification

Job title: Development Officer

Salary: £29,500 pro rata

Hours: 0.8FTE (with potential for full-time if preferred)

Location: Glasgow or home-based

Reporting to: Development Manager

Background

This is an exciting opportunity to join a small but busy team - supporting aspiring and post-purchase community landowners, building networks and raising awareness of community landownership. The postholder will provide support to communities in South, Central and Eastern Scotland.

Community Land Scotland is the representative body for communities that own land or buildings. We have over 120 members collectively owning several hundred thousand hectares of land and a huge range of assets. Community Land Scotland 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 collaborate with other organisations to ensure community landowners get the support they need.

Further information can be found at: www.communitylandscotland.org.uk

Our office is at Kinning Park Complex in Glasgow, but we also have a dispersed team so are open to home-based or hybrid working.

How to apply

Please submit an application form to admin@communitylandscotland.org.uk by 5pm on the 8th August 2022. If you have any questions about the role, please email: linsay.chalmers@communitylandscotland.org.uk

Job description	
Guidance and support	<ul style="list-style-type: none"> • Work with aspiring community landowners to assist them on their journey towards landownership, this will include talking about community ownership at community events • Work with post-acquisition organisations to assist them on the next stages of their community ownership journey • Signpost and help communities access the most appropriate support • Generally support the development of robust, democratic and inclusive organisations • Provide the above in the following areas: Central Belt (excluding the Clyde Valley), Fife, Tayside, Stirlingshire, Perthshire), Ayrshires, South of Scotland, Aberdeen City
Information and promotion	<ul style="list-style-type: none"> • Raise awareness of the achievements of community landowners via publications, PR, social media campaigns (Facebook, Twitter, Instagram, LinkedIn), videos, external events etc. • Assist with the organisation and delivery of Community Land Scotland events, webinars and festivals • Contribute to Community Land Scotland's newsletters and social media feeds • Contribute to Community Land Scotland's training programme for community landowners
Network building	<ul style="list-style-type: none"> • Facilitate knowledge sharing between community landowners - this will include creating case studies, study visits and organising virtual and in person networking
Developing partnerships	<ul style="list-style-type: none"> • Build relationships with local authorities and bodies representing landowners and developers • Build relationships with other intermediary and enterprise agencies and organisations supporting communities to develop their understanding of community landownership
Research	<ul style="list-style-type: none"> • Help build up Community Land Scotland's knowledge base on the challenges and opportunities community landowners are facing
Project management	<ul style="list-style-type: none"> • Assist with budget management and report writing
Other	<ul style="list-style-type: none"> • Any other duties as required

Key Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least three years' experience in a development role • Experience of working in the community or social enterprise sector • Experience of presenting at public meetings • Full driving licence 	<ul style="list-style-type: none"> • A knowledge of community ownership • Experience of land or asset development • Experience of social media and marketing / PR • Experience of undertaking research • Experience of financial management and basic budgeting
Personal qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • An enthusiasm for community-led development • An ability to engage at all levels with communities, agencies, local authorities, politicians and other stakeholders • An ability to process and analyse complex information • Self-motivated and able to work remotely from line manager • Ability to work in a small, busy organisation • Ability to work under pressure • Flexibility 	
Job circumstances	<ul style="list-style-type: none"> • This job is likely to include travel and attendance at community meetings which are often in the evening. Some out of hours work and overnight stays will be required 	