



### **Job Description and Person Specification**

Post:	Community Development Officer
Location:	Rosemount Business Park Unit W6/16 141 Charles Street G21 2QA
Reporting to:	Managing Director
Salary:	£35,500 - 38,242 subject to experience
Pension:	8% Pension (Employer 6%, employee 2%)
Hours:	Full time hours 35 per week (excluding meal breaks). Flexible hours required. No overtime paid, but time off in lieu may be taken if appropriate.
Leave Entitlement:	25 days per annum, plus 12.5 public holidays
Period of Employment:	Fixed Term, 3-year post (with 3 months probationary period)
Closing Date:	Friday 24 <sup>th</sup> November 2023 at 12.30pm

#### **Purpose of Job**

The Community Development Officer role is a diverse and ever-evolving role. Working closely with the community of Royston and the Royston Strategy Group, on behalf of the Trust, to promote regeneration and facilitate the implementation of priority projects identified in the [Royston Vision & Strategy](#). The Development Officer will lead, manage, and implement community focussed initiatives, overseeing community engagement, options appraisals, developing plans, seeking funding and co-ordinating asset transfers.

**Priority projects for this role are:**

- Provanhill Street Open Space – Negotiation of a lease on this large central site via the PMGC process. Development of Stage 2 designs to transform the currently underused derelict space in the heart of Royston as a new neighbourhood greenspace and community asset. Oversight of the development process including community engagement, planning submission, tendering and construction.
- Glenconner Park – Exploration of options to acquire this currently under-utilised community asset, funding major investment in existing and new facilities as identified in the recently undertaken feasibility study. Development of a strategy to run and maintain the asset as Royston's primary community green space.
- Royston Public Art Project - Engaging the community in public arts projects which enhance the streetscape of Royston Road to enhance the sense of place and local pride in the community and build their skills and confidence.
- Other short-term projects include greening initiatives, annual Christmas lighting, litter picking and community events.

**Additional projects for this role are:**

- Kyleforth Building Improvements – Acquisition of this prominent and dilapidated building on Royston Road (adjacent to the Provanhill Street Open Space) into community ownership to physically regenerate the building and streetscape and to provide access to a better standard of shops and services by stimulating greater commercial retail businesses and social enterprise.
- Royston Primary School Janitors Building – Acquisition and restoration of a currently derelict B-listed heritage property on Royston Road to provide a new purpose building of community benefit.
- Junction 15 Improvements – Exploration of opportunities to improve connections between Royston and Glasgow Town Centre, particularly the area around and under Junction 15 of the M8.
- Developing, funding and management of any other projects such that align with the aims of RDT and the Royston Strategy Group.

**Key functions of the role:**

- Provide the enthusiasm, motivation and determination needed to see projects through to a successful outcome.
- Work with expert consultant advice and guidance to support recommendations and plans.
- Undertake regular community consultation, informing the development of all projects.
- Identify funding opportunities, prepare, and submit funding applications, manage relationships with and report to funders appropriately.

- Undertake project planning, management and implementation to ensure the projects are delivered on time and to budget.
- Carry out risk assessments on all projects, ensuring that neither the Trust nor the people of Royston are exposed to unnecessary jeopardy. Develop risk management plans to track, log and manage risk issues.
- Oversee project budgets and liaise with the Managing Director to manage financial arrangements.
- Publicise Rosemount Development Trust and network with other relevant organisations.
- Monitor and evaluate project progress and produce written and oral reports to the Managing Director, Board of Directors, and Royston Strategy Group on a regular basis.
- Manage the Trust's Community Benefit Fund, liaise with and assist applicants, monitor, and review applications, present applications to the Board and publicise the Fund.
- Keep up to date with relevant legislation and policy related to the projects and make any necessary modifications to accommodate changes.

### **Key Working Relationships**

- Develop and maintain effective and constructive working relationships with project funders.
- Work collaboratively and proactively with local partners, including housing associations, community organisations, schools, and statutory services.
- Use influencing and negotiation skills to build consensus amongst partners and community members to achieve project objectives. This will involve the resolution of complex problems and conflicting priorities using tact and diplomacy.
- Promote the Trust and the Trust's projects to a range of external stakeholders.
- Report regularly to the Managing Director, providing credible, accurate and timely information. Raise with the Managing Director any developments, issues or new risks that could impact on projects, or pose a risk to Rosemount Development Trust.
- Liaise with Glasgow City Council Liveable Neighbourhoods and Planning teams on behalf of the Trust and the Strategy Group.

## **Functional Responsibilities**

### ***Project Management***

The Community Development Officer is responsible for projects from inception to completion. Undertake project planning, management, and implementation to ensure the projects are delivered on time and to budget.

- Schedule and conduct reviews at key milestones during the project
  - Use communication skills to champion project visions and engage support from others.
  - Ensure all project deliverables maintain their alignment with project vision and desired outcomes.
  - Assume the 'driving seat' for the projects, taking responsibility for the successes and failures ensuring all remedial actions have been identified and recommended to the Managing Director and Board of Directors.
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- ***Financial and Physical Resources***
  - Provide regular reporting on the targeting of resources and monitoring their implementation from a value for money perspective.
  - Provide oversight and monitoring of all aspects of project budgets, and in the event of deviation recommend appropriate remedial measures.