



## **Island of Hoy Development Trust**

Revenge, Naval Hall, Longhope, Orkney, KW16 3PG  
Telephone 01856 701356

### **Job Description Community Development Officer**

#### **JOB PURPOSE**

1. To support the development of the YM Hall Regeneration Project, working with the Management Group to achieve their aims for fully operational facility
2. To commit to the action outlined in Hoy and Walls Community Action Plan, collaborating with all stakeholders to review priorities identified by the Community.
3. To engage with the community, via steering groups and one to one communication, identifying potential future projects for the Island of Hoy Development Trust (IoHDT).

#### **Main Duties**

##### **Communication**

1. Provide and receive complex information relating to the future development of projects related to the YM and other priorities identified by the IoHDT or the wider Community.
2. Discuss projects and future options with staff, directors of the IoHDT and members of the Community.
3. Make routine presentations to the IOHDT Board and members of the Community.
4. Provide the IoHDT with written updates as required and final project reports.
5. Contribute to IoHDT plans and actions aimed at ensuring effective and timely communication with the wider community.

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6. Represent the IoHDT at meetings with other Community Development Officers.
7. Develop a strategy that ensures the local Community and other relevant groups/organisations are kept informed of local project developments and their outcomes.

### **Analytical and Judgemental Skills**

1. Undertake analysis of the requirements for the operation of a successful Community Facility and project Groups.
2. Make judgements regarding minimum requirements to support Volunteer Groups working in the Community.
3. Identify potential future Projects for consideration by the IoHDT and provide the Board with information to assist decision making.
4. Support Community groups to identify funding options to support their projects and assist with grant applications.

### **Planning & Organisational Skills**

1. Develop operational and administrative systems and procedures to enable the projects to run efficiently and effectively.
2. Organise and manage relationships with all relevant stakeholders including IoHDT Board, other professionals, and the wider community.
3. Work with the Island Wellbeing Coordinator to develop projects that enhance wellbeing

### **Policy and Service Development**

1. Develop and propose policies required to support Community projects.
2. Propose changes to the remit of the Community Development Officer as required.

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3. Adhere to IoHDT policies and procedures.

### **Financial & Physical Resources**

1. Observes personal duty of care in relation to equipment and resources used in course of work.
2. Authorised signatory for project related expenses.

### **Information Resources**

1. Provide verbal and written reports for the IOHDT Board as requested, including, and highlighting any unanticipated problems.
2. Maintain record of project progress.

### **Human Resources**

1. To support the wellbeing of volunteers, by adhering to the Scottish Government's voluntary for all framework, enhance opportunity for personal and professional growth, and ensure volunteers have a rich and rewarding experience, that benefits the volunteer and wider community.
2. Support the induction of new Board Directors including provision of information re role and responsibilities.

### **Audit/Governance**

1. Conduct audit of YM policies and procedures prior to completion of project.