**COMMUNITY ACTION PLAN (CAP) PROJECT OFFICER**

| **Line Manager** | Chief Executive Officer |
| --- | --- |
| **Responsible to** | Stratherrick & Foyers Community Trust Limited (SFCT) |
| **Contracted hours** | 30 hours per week |
| **Place of Work** | Wildside Centre, Whitebridge |
| **Duration of Contract** | 1 Year |

**JOB DESCRIPTION**

The role of the CAP Project Officer is to identify, propose, manage and ensure delivery of a range of projects that fulfil the outcomes of the Community Action Plan and enhance the quality of lives of those living within the community. To achieve this, the role will engage with community groups and collaborate with a wide range of stakeholders and Trust staff to ensure delivery of assigned projects and activities. This post carries no supervisory or managerial responsibility.

**JOB DUTIES AND ACCOUNTABILITIES**

* To ensure delivery of the Community Action Plan by promoting and raising awareness, supporting communities to identify and propose projects and initiatives which advance the CAP;
* To manage and ensure delivery of assigned projects on behalf of the Trust;
* To work as a team player providing support and working closely with Trust Directors and staff;
* To liaise closely with the Trust CEO to clarify required outcomes, work plans and timings;
* To produce regular progress, issues and financial reports to the CEO;
* To be aware of grant opportunities and fundraising initiatives which may be available to community groups to advance the CAP;
* Build relationships with local stakeholders and the community of Stratherrick and Foyers;
* Represent SFCT at meetings and events, organising and managing meetings as required;
* Make presentations to internal and external stakeholders on proposed and planned projects;
* Undertake other duties requested by the CEO that further the objectives of SFCT; and
* Any other duties commensurate with the post.

**REQUIRED SKILLS AND COMPETENCIES**

We are looking for an experienced project and/or event management candidate who has worked in a rural environment and is experienced in all the areas listed below. However, candidates will be considered if they are able to demonstrate experience across a significant number of the following areas:

* Ability to plan, prioritise and organise work activities specifically in relation to project management, funding and tight deadlines;
* Knowledge and experience of working with the public, private and voluntary sectors;
* Proven project management skills;
* Logical and diligent with attention to detail;
* Excellent presentation and communication skills both written and spoken;
* Ability to develop and maintain relationships with community groups, stakeholders and Trust staff and Directors;
* Team player;
* Ability to work collaboratively and build trust within the local community;
* Confident user of MS Office software packages;
* An ability to build a strong awareness and understanding of the key issues relating to the community of Stratherrick & Foyers and how the CAP addresses these issues;
* Understanding of community development trusts or similar types of organisations;
* Knowledge and understanding of committees;
* Good knowledge and understanding of budgets and finance.

**QUALIFICATIONS REQUIRED**

No specific qualification is required however experience in a similar role is essential.

**WORKING ENVIRONMENT**

The position is based at Wildside Centre, Whitebridge. Flexible working hours to meet business needs, including weekend and evening working will be required and limited hybrid working will be considered. The post holder must hold a current UK driving licence and be mobile throughout the SFCT area.