



**Job Title: Community Development Officer**

**Hours:** 35 hours weekly.

**Salary:** £20,000 -£24,000.

**Location:** Invergarry

**Duration:** Fixed term of 18 months. This may be extended.

**Trial Period:** There would be a trial period of three months

**Equal Opportunities**

We will be an equal opportunities employer and will not discriminate in terms of gender, religion, sexual orientation, marital status, race, colour, nationality, ethnic origin, or physical restrictions. Applications are welcome from all who possess the relevant skills and experience.

**Background**

In November 2013 an area of mature woodland and old Forestry Depot building, to the west of Invergarry, came on the market under the National Forest Land scheme. A Community Steering Group was formed with the specific purpose of achieving the buyout. The purchase of this woodland, 30 hectares, was completed in December 2015.

Information about the background to our project can be seen on our website - [glengarry.org.uk](http://glengarry.org.uk). We have now formed a Limited Company, Glengarry Community Woodlands, with a trading arm. We are therefore looking for a Community Development Officer to further develop and implement aspects of our Business Plan and Community Projects.

**Role of CDO**

The main purpose of this job is to develop and deliver projects as specified by the Board of Directors of GCW.

The successful candidate will be working with a line manager appointed by the Board.

## **Main Duties**

1. Develop projects in conjunction with the GCW board, in line with project plans, deadlines and budgets. This work will include: co-ordination and driving forward any required planning, fund-raising, research and consultancy work, and agreeing a delivery time-line with the Board of Directors.

Projects covered by this post will include:

- Assisting with the renovation of the old FCS Depot building
  - Setting up a Forest Classroom
  - Development of a path network to take advantage of the terrain, with wildlife hides and viewpoints.
2. Organise and manage a Volunteer Group from the local community, and wider afield to assist with a variety of tasks relevant to GCW.
3. Develop a wider community vision by engaging with the local primary school and other community groups.
4. Liaise with forestry consultants to manage and improve the community woodland asset.
5. Investigate appropriate new funding options and presenting them to the Board for approval or discussion.
6. Presentation of monthly reports on project activity to the GCW Board.
7. Any other duties, as required by the GCW Board.

## **Working Conditions**

The appointment will depend on appropriate references and a satisfactory Disclosure Scot-land PVG check.

Annual Leave entitlement will be in line with National Guidelines.

A good knowledge of current Health and Safety requirements in the workplace is essential.

### **The successful candidate is likely to have**

- A good general education
- Good written, verbal and communication skills
- Good IT skills
- Good hands-on practical skills
- The ability to work on their own initiative in the absence of close management, whilst keeping the Board informed
- Knowledge of the appropriate Funding Bodies and experience of Funding Applications
- The ability to show an innovative approach and enthusiasm for community engagement and for running projects.

This will be a really exciting post for the right applicant to demonstrate their experience, creativity and enthusiasm in our beautiful Glengarry area.

### **Applications:**

These should be supported by two work references, and made

**by email to:** [grace@mecanisme.net](mailto:grace@mecanisme.net)

**and**

**in writing to:** Grace Grant, The Old Farmhouse, Faichem, Invergarry, PH35 4HG.

**Closing Date:** 20/6/2016

Interview to be held in Glengarry Village Hall, Invergarry, in the week of 27th June.



**Highlands and Islands Enterprise**  
**Iomairt na Gàidhealtachd 's nan Eilean**



**Scottish Land Fund**  
Ionmhas Fearainn Na H-Alba