



Beith Community Development Trust
Geilsland House, Geilsland Rd, Beith, Ayrshire, KA15 1HD
Tel: 01505 800758
E-mail: hello@beithtrust.org

JOB DESCRIPTION

Job Descriptions are "living documents" which should be regularly updated to reflect ongoing changes in organisational priorities, tasks and responsibilities. All staff are required to maintain a flexible approach to undertaking additional responsibilities as may be required; encourage and support teamwork throughout the Trust and comply with policies and procedures.

POSITION DETAILS	
Employee Name:	
Job Title:	Community Development Coordinator
Department Name:	Community Programmes
Location:	Beith Development Trust
Job Description effective:	September 2017
Line Manager's name & title:	Jane Lamont – Senior Officer

ORGANISATION DESCRIPTION
<p>Beith Trust is a bold and creative organisation in North Ayrshire which aims to make Beith a great place to live. Our work is designed to stimulate and develop the limitless human potential within our community.</p> <p>We delivers a diverse range of activities within Beith such as community programmes, personal development and coaching, events and festivals, skills development, volunteering and educational opportunities.</p> <p>We are based at Geilsland House Estate, which was acquired through a community buy out initiative in 2015 which we aim to develop as a sustainability and enterprise hub for the communities of North Ayrshire. We also operate Beith Astro as an income generating community enterprise offering football facilities and services to the communities of the Garnock valley and we have a shop front in Beith town centre.</p> <p>We believe that the energy and relationships that we generate through activity in the present will create the future we want to see in our community</p>

ORGANISATIONAL RELATIONSHIPS	
Reports to (direct):	Senior Officer
Reports to (indirect):	Board of Directors
Staff Reporting to this Position:	Project Team members, Volunteer Workers,
Key Internal Contacts:	Communications Officer, Finance Manager
Financial / Legal Authorities:	None

REPRESENTATION	
Deputised by:	Senior Officer
Deputise for:	None



Beith Community Development Trust
Geilsland House, Geilsland Rd, Beith, Ayrshire, KA15 1HD
Tel: 01505 800758
E-mail: hello@beithtrust.org

KEY TASKS & RESPONSIBILITIES:

1. You will be responsible for coordinating and driving forward Beith Trust Community Programme activity
2. You will be responsible for managing a team of staff, trainees, work placements and volunteers with a diverse range of skill and ability and experience.
3. You will design, deliver and implement of high quality projects and interventions which meet the aspirations of our members and the requirements of our funders
4. Your work will increase engagement within our activities and footfall at our sites
5. You will manage, motivate and support and develop staff, freelancers and volunteers to work safely, effectively and to the best of their ability within their roles
6. You will ensure that individuals progress within Beith Trust activity through opportunities for personal development, learning, qualifications and accreditation or volunteering
7. You will work closely with our communications officer to design and implement effective methods of communication both internal and externally
8. You will work closely with our volunteer manager to provide quality (supported) experiences for volunteers with diverse skills and ability
9. You will actively promote and participate in programmes and projects
10. You will design and implement effective structures and systems of quality assurance, monitoring and evaluation, operational security and safety through effective risk assessment and management systems
11. You will contribute to continuous improvement, recommend changes and updates to content, delivery and training where appropriate
12. You will provide regular reports on engagement levels and activity delivery
13. You will ensure budgets and expenditure are within agreed levels
14. You will undertake any training or professional development as required
15. You will undertake any other activity required as determined by your manager



PERSON SPECIFICATION:		
	Essential	Desirable
Education and Qualifications:	Good standard of education to SVQ level 6 including English 3 years' experience in a Community Development role	Qualification in Community Development C&G Community Development (1935) Level 1-3 SVQ Level 2-4 Community Development
Practical Experience:	Experience of designing and delivering projects within a community setting Running workshops Able to prioritise workload Experience of working with volunteers / trainees	Experience of working on personal development. Carrying out training programmes to a wide variety of audiences Running employability programmes
Professional Skills & Experience:	Experience of managing and motivating teams. Used to working with budgets and controlling expenditure	Knowledge of community development and regeneration Knowledge of the social enterprise sector / development
Interpersonal and Social Skills:	Confident. Outgoing personality. Able to communicate across all levels. Conscientious and responsible. Flexible attitude. Able to work in a fast-paced organisation Methodical and Structured Ability to adapt and overcome	
Other Requirements:	Clean driving licence and own vehicle Excellent knowledge of Microsoft Office	Current First Aid Qualification

I agree that this Job Description and Person Specification accurately reflect the position of Community Development Co-ordinator

Signed:

Date:

Signed on behalf of Beith Development Trust: