



BRESSAY DEVELOPMENT LTD
JOB DESCRIPTION & SPEC

Job Title: Development Worker

Responsible to: Bressay Development Ltd

Duration of Post: Fixed term from April 2022 to March 2025

Salary: **£15 per hour**

Hours: Full time (35 hours per week)
Flexible working required, including occasional evenings and weekends. A job share will be considered for the right applicant.

Base: Speldiburn Community Hub, Bressay

Background and Context of Job:

Bressay Development Ltd:

Bressay Development Ltd (BDL) is a community development organisation (constituted as a company limited by guarantee) driving forward community projects and running community facilities and services on the island of Bressay (population 340)

BDL was formed in 2015 to support and encourage economic and social development which addresses community need on Bressay. BDL currently has 11 directors plus seasonal staff who work in BDL's Speldiburn Café.

Since its inception, BDL has successfully undertaken numerous projects in the area such as taking on and developing a community asset, running a café, creative hub and visitor centre, tourism, promotion and community centred events.

The following priorities have been identified for the next 3-year period

- Housing
- Transition to net zero
- Re-design and development of Speldiburn Community Hub

We are looking for an enthusiastic Development Worker to work with BDL's committed team of directors, volunteers and staff to help develop and deliver projects including the re-design of Speldiburn – our community hub – as well as developing new projects to increase housing and facilitate Bressay's transition to net zero.

BDL has secured funds from HIE to employ a full-time development worker to take forward and deliver on these priorities. The purpose of this role is to work with BDL directors, community groups, community members and other stakeholders to generate tangible projects and actions in relation to these priorities. The role includes community engagement, project development, sourcing and managing funding, project management and written and digital communications.

This post is being funded by
Highlands & Islands Enterprise and the Scottish Government.

Main Duties and responsibilities:

- To take forward the priorities and projects identified above by BDL, in collaboration with the community and other stakeholders, these include; the Speldiburn re-design project; Bressay housing needs and feasibility surveys; marketing; tourism development; community engagement
- To assist/work with community organisations in Bressay to help achieve their goals/aims, in line with BDL's priorities
- To promote local projects which makes use the use local assets, which ideally have, the potential to generate income; be sustainable.
- To source funding for projects
- To build and maintain constructive working relationships with the Bressay community and public, voluntary and private sector organisations.
- To assist with day- to-day operations of BDL's community assets including admin, web and social media and reporting.
- To develop and manage BDL's projects with key tasks including planning, community engagement, managing events and contractors.
- Marketing and promotional activity in line with BDL's priorities
- Other duties in line with BDL's objectives

The post holder will often be expected to work under their own initiative and to take a pro-active approach in order to progress BDL's priorities under direction from BDL directors. Ideally candidates will have prior experience of working with a voluntary organisation.

Own transport is essential. You will be based at Speldiburn but travel for meetings etc will be a requirement.

Place of Work:

The development worker will be based at Speldiburn.

Annual leave will be 28 days. BDL offers employees will be offered enrolment to BDL's NEST pension scheme

The Development Officer will be employed by BDL and will report to the directors.

Person Specification:

Essential

- Experience relevant to the voluntary/community sector
- Working in a team
- Project management and delivery
- Organising meetings/events
- Understanding the importance of financial planning and management
- Good interpersonal skills
- Excellent communication skills (written and oral)
- Ability to deliver projects within time and budget
- Ability to work with volunteers
- Knowledge and experience of Microsoft Office applications
- Effective administration skills
- Negotiation skills
- Forward thinking
- Honesty and integrity
- Enthusiasm
- Team player and supportive leader
- Strong commitment to supporting and developing communities
- Ability to work without close supervision and use initiative
- Willing to work flexible hours and occasional evenings/weekends
- Own transport

Desirable

- Knowledge of the Bressay community, its dynamics and challenges
- A proven track record in successful funding applications
- A proven track record of successful project implementation
- Sourcing and applying for funding
- Marketing
- Experience of the challenges faced by island communities
- Experience of working in the tourism sector
- Experience of working for a voluntary organisation
- Previous experience of managing a capital project of scale
- Ability to produce published materials such as newsletters
- Ability to develop and deliver presentations in public forums
- Business and financial skills
- Full driving license