

Community Coordinator

Job description

Background

The Broadford and Strath Community Company (BSCC) has a mission to create a strong, self-sufficient, inclusive and eco-friendly community. Since 2003 we have developed an extensive range of community-based projects with our charitable spend growing by a factor of 10 in five years. We currently have over 25 projects including a multi-faceted Covid19 response. These projects address the pressing priorities of our community particularly, education, health and well-being, food poverty, tourist infrastructure, climate change and the environment. Looking ahead we are delivering capital projects worth over £250k. We have made one step change in our organisational capacity, but this level of opportunity requires yet another step-up on how we manage ourselves.

Objective

The overall objective is to help establish a robust framework over the next two years that will ensure we are totally attuned to our community needs, have a suite of project management models have an enthusiastic and effective volunteer supporters and have a strategic approach to sustainable funding.

Main responsibilities

The main responsibilities will be:

Strategic development

Establishing protocols to:

- Regularly consult with our community
- Process our engagement into realistic objectives
- Establish a better dataset for on deprivation and need in different sectors
- Liaise with current and future funders
- Manage partnerships with our public sector partners
- Create better links with partner charities and local businesses

Project management

Curating a suite of simple management models for the various types of BSCC project so they can be transparently run by working groups under our umbrella. Each would have the core elements of capital and revenue budgeting, cash flow forecasting, outcome monitoring and reporting.

Volunteer management

Coordinating our volunteer groups.

Sustainable Funding

Taking the current and future needs of the community, assessing gaps in the provision and highlighting where we could be competent to provide solution. Matching this with potential funders.

Contacts

- BSCC directors
- BSCC project officers
- Personnel in other Development Trusts
- Public and commercial partners
- Statutory bodies
- Funders
- Members of the BSCC
- Members of the community

Reporting

The post holder will be line managed by a Board member and will be overseen by the Board of Directors.

Person specification

Desirable

Personal skills

- Good interpersonal and communication skills
- Self-motivation
- Able to work on own initiative
- Be well organised
- Able to work with people with a diverse range of experience and abilities

Experience and knowledge

- Experience of community development
- Experience with office related software
- Understanding of cloud-based systems
- Coaching/mentoring
- Management systems and organisational change
- Working with voluntary and commercial organisations

Attitude

- Positive
- Flexible
- Happy with change
- Willing to embrace new ideas

Remuneration

Reporting to: Broadford and Strath Community Company Board
Hours of work: Three days per week for two years.
Salary: The project officer will be contracted on a self-employed basis
7.5 hours x £20 for three days per week, £23,400 pa.
Max budget £46,800
Location: Home based

This post is funded by the Highland Council Highland Coastal Communities and BSCC

