

THE FINDHORN VILLAGE CONSERVATION COMPANY

Title: Self Employed Development Officer

Contract period 2 years, approx. 12 hours per week, hourly Rate: £20

Closing Date: Friday 16th March 2018

The Findhorn Village Conservation Company (TFVCC) was formed in 2011 with the purpose of achieving a Community Land Buyout. This was successfully completed in 2016. TFVCC recently purchased the Armstrong Garage site comprised of 12 garage units and 0.1 hectare of land. The aim of this purchase was to offer non-residential space to the community for use such as workshops, enterprise, storage, parking, boats etc.

We are looking to appoint a creative, dynamic and experienced Development Officer (DO) on a self-employed/contract basis to realise the full potential of this site.

About the Role

The main focus of the DO role is to complete the servicing refurbishment of the garages, so initially they can be leased out to generate income from the units and in the longer term be financially sustainable and add to the viability of Findhorn and meet community needs.

The income generated will go onto support other developments managed by the TFVCC.

Expected outcomes:

- Write and implement the business plan
- Develop a secure income to cover operating costs
- Devise and coordinate a programme of work for services to site

Core Responsibilities

- Business planning
- Provide regular reports to the Board on progress in relation to planned activity
- Prepare Funding Applications
- Community Engagement and a volunteering schedule where appropriate
- Engage with any professionals needed
- Work within a budget

Person Specification

- Experience in Project Management
- Financial Planning
- Excellent written and Verbal communication skills
- Leading meetings
- Flexible - and have self-directed time management skills
- Possess a positive attitude, sensitivity and understanding of local needs
- Be able to juggle competing demands and work to deadlines
- Report writing (to funders and the Board of TFVCC)
- IT Skills

Other information

Funding for this role has been secured from Highlands and Islands Enterprise and the Scottish Land Fund.

To apply please send your current CV and covering letter to Jo Harris, Secretary,
M 0790604200

findhornvcc@gmail.com

www.findhornvillageconservation.org.uk

The Secretary TFVCC, Findhorn Village Centre, Church Place, Findhorn, IV36 3YR

TFVCC is a registered charity (SC0044408) and a company limited by guarantee SC397770.

