

# Dunfermline Greenspace SCIO



## Development Officer (Community Engagement & Project Delivery)

### Job Description & Person Spec

<b>Contract type:</b>	Currently a fixed-term contract from Sept 2023 – Sept 2025 (or agreed start date)
<b>Location:</b>	Pittencrieff House/home working/hybrid tbc
<b>Reports to:</b>	The board of Dunfermline Greenspace SCIO (staff committee)
<b>Salary:</b>	29,245.89 (pro rata)
<b>Hours:</b>	Normally 28 hours per week, 0.8 Full time equivalent
<b>Probation:</b>	3 months

### Dunfermline Greenspace SCIO:

Is a newly created, membership-based organisation established to deliver the Dunfermline Greenspace 2030 strategy that can be accessed here [Dunfermline Greenspace Forum - Facebook](#)

Our 2030 strategy will deliver a happier, healthier, greener and more equal Dunfermline. We will strive to give everyone the opportunity to get involved and benefit from our work. This will better equip our communities to tackle the climate, nature, biodiversity and health emergencies we all face. Most importantly, our vision is rooted in the everyday efforts of the local people and groups working to make Dunfermline a better place.

Our 2030 strategy will be inspirational and ambitious and will show leadership for other Scottish communities.

### Job Purpose:

To lead the involvement of local people in the work of SCIO, engagement with existing local groups, the creation of new local groups and to build a strong membership base for the SCIO.

### Key Responsibilities:

#### Community engagement

- Build strong and co-operative relationships with the local community and greenspace groups.
- Actively support the development of new and existing local greenspace groups.
- Represent the SCIO in Dunfermline's local communities.
- Make recommendations to the board of the SCIO on priorities for support throughout the Dunfermline communities.
- Help, support and organise community engagement events with local groups and for the SCIO.
- Encourage local people and groups to become members of the SCIO.

#### Project Delivery

- Provide direct support to local groups as authorised by the board of the SCIO.
- Help local groups to engage effectively with their local communities and partners.
- Help local groups to organise effective events.
- Provide project management support to help local groups develop and deliver local projects in line with the 2030 Greenspace Strategy.

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## Board and Partner Liaison

- Report to and agree work programme with the chair or other agreed SCIO board members on a regular basis.
- Liaise with Fife Council staff to support the delivery of local community plans.
- Develop good working relationships with local authority, potential project partners, elected representatives, etc. to promote the SCIO and ensure smooth delivery of projects.
- Liaise with the media and prepare press releases and publicity material as required to promote the SCIO and ensure smooth delivery of projects.
- Develop excellent relationships with partners who are key to project delivery in local communities and with the SCIO.

## Office Management and Administration

- Help establish the office based for the SCIO as directed by the board.
- Provide a point of contact for the SCIO - processing messages, mail, email, and tel. calls.
- Keep the SCIO website updated on a regular basis.
- Attend board meetings as required and provide secretarial support to board and subgroup meetings.
- Help to prepare annual reports for the SCIO and the effective and efficient organisation of the Annual General Meeting

## Other duties

- Assist other members of staff as necessary.
- Undertake all other reasonable duties as may be required.
- Input into the development of the SCIO.

## Relationships

Internal: The Development Officer is a member of the SCIO staff team. Close working relationships and regular liaison are essential with the other Development Officer and the board of management.

External: the role is all about building excellent working relationships with the local community, community groups and partner organisations.

## Representation

The role is one of the first point of contact for the SCIO.

## Terms and Conditions

This is a part-time, fixed-term contract, subject to a probationary period of 8 weeks. The contract will run from 1st Sept 2023 for 2 years. Salary is Fife Council FC 7 Grade (29,245.89) pro rata (28 hours 0.8 full time equivalent). There is an agreed second year uplift dependent on performance.

The SCIO will make an employer contribution to employee personal pensions of up to a maximum of 6% of basic salary, complementing employee contributions. The pro rata leave quota is based on 33 days' annual leave inclusive of public holidays. The appointee may work the hours over shorter

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workdays Monday to Friday, or over, less longer work. On occasion it may be necessary to work evenings or parts of weekends, for which time off in lieu will be granted. All approved expenses will be reimbursed. There is a three-month probation period.

## Person specification

### Education and Training

Educated to Higher level or equivalent	Essential
Community Development qualification	Desirable

### Knowledge and Experience

At least 3 years' experience of working directly with communities and community organisations.	Essential
At least 3 years' experience of project management within a community setting	Essential
Experience of recruiting and working with volunteers	Essential
Experience of organising and facilitating events in a community setting	Essential
Experience of developing and delivering projects	Essential
Knowledge of areas of interest to the SCIO (nature, biodiversity etc.)	Essential
Experience of managing budgets	Desirable
Experience of working in the voluntary sector and/or social enterprises	Desirable

### Skills and Competencies

Ability to plan and manage workload to meet agreed targets, and to meet deadlines under pressure.  
Very good interpersonal skills and demonstrable ability to maintain good working relationships in a team and with clients/members.  
Strong understanding of contemporary IT environment, options, and applications.  
Computer literate with very good experience of MS Office (Excel, Word, Outlook, SharePoint, and Teams),  
Strong communication skills, both orally and in writing  
Capability to represent the SCIO throughout the area.

### Personal Disposition

Comfortable with the mission, vision and values of the voluntary sector.  
Commitment to high quality work.  
Commitment to co-operative working and supportive of other staff.  
Professional attitude to confidentiality.  
Enjoy working independently and within a small team.

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