



## JOB DESCRIPTION

<b>Role Title</b>	<b>Development Officer</b>
<b>Salary</b>	<b><u>£36,050</u></b>
<b>Hours</b>	35 Hours per week
<b>Location</b>	Frank Sweeney Centre for Enterprise, 82-84 Glasgow Street, Ardrossan, KA22 8EH
<b>Reports to</b>	ACDT Head of Operations

### The Role

The Development Officer is responsible for the development of ideas from inception, engaging and working with our members, the community and other charities and groups within the wider 3 Towns of Ardrossan, Saltcoats and Stevenston.

The role is also responsible for engaging with funders and the delivery of community led projects to help make Ardrossan a better place to visit and to live, work and volunteer.

### Key Responsibilities

Responsible for identifying, applying and securing capital and revenue funding to ensure project delivery

Report writing to ensure funders and partners are kept up to date on project progress and use of their funds.

Work as part of the wider ACDT Team across different locations and working to the direction of the of the volunteer Board of Directors

Delivery on community projects and other developments

Writing of various reports for Board of Directors

Producing business plans for the work of the team to ensure proper allocation of resources, finances and people.

Responsible for leading, guiding and supporting project development and delivery; working with design teams and architects and monitoring evaluation and delivery

Identifying, organising and prioritising tasks in order to achieve project objectives, meet deadlines and respond to emerging needs

Communicating, plans, proposals and project progress and objectives with a range of different audiences (e.g. community, funders, management, board/governance)

Working flexibly to handle changing work demands including setting realistic expectations on what can be sustainably delivered.

## PERSON SPECIFICATION

### Person Specification: Development Officer

	<b>Essential</b>	<b>Desirable</b>
<b>KNOWLEDGE</b>	Experienced third sector operator Knowledge and experience of community engagement principles and in practice	Understanding the social and economic context of Ardrossan and North Ayrshire
<b>SKILLS</b>	Good communication and inter-personal skills Good report writing & business planning skills IT skills in document and spreadsheet creation and use (Word & Excel)	
<b>EXPERIENCE</b>	Experience of identifying, applying and securing capital and revenue funding to ensure project delivery Experienced in reporting to funders and partners Experience of community project development and delivery Financial management experience, specifically in controlling and reporting on project budgets Proven background in successful project based fund raising	Experience of working with volunteers Experience in relationship and partnership building/lobbying skills Experienced in report writing
<b>OTHER</b>	Self-driven and motivated to manage own workload to achieve agreed goals	Car Driver