**VOLUNTARY ACTION IN BADENOCH AND STRATHSPEY**

**Recruitment Pack:**

**Community Development Officer**

**Introduction to Voluntary Action in Badenoch and Strathspey (VABS)**

Voluntary Action in Badenoch and Strathspey (VABS) is an established and agile charity that works to enhance and strengthen the communities in the Badenoch and Strathspey area. We are dedicated to supporting and empowering local people and organisations to achieve their potential through the development of thriving, strong and resilient local communities.

As part of our commitment to community-driven development, we are seeking a **Community Development Officer** to join our team. This individual will play a vital role in enabling and supporting community organisations and development trusts in bringing their key projects to life.

For more information on what VABS does, please visit our website at [www.vabs.org.uk](http://www.vabs.org.uk)

**Role Overview**

**Job Title:** Community Development Officer
**Location:** Badenoch and Strathspey, Scotland (office in Grantown on Spey)
**Contract Type:** Permanent (starting in July 2025)
**Working Hours:** 24hrs per week (Flexible working arrangements may be considered)
**Salary:** £27,000 - £29,000 pro-rata
**Reports to:** Chief Officer

The Community Development Officer will work directly with community organisations, development trusts, social enterprises, and other local stakeholders across the Badenoch and Strathspey area.

A key aspect of the role will be to develop the ‘Team Towns’, to support communities to take forward the actions from their Community Action Plans across the western Cairngorms. ‘Team Towns’ are the collaborative working groups that have been formed through the Community Action Plans progress the actions from the plans over the next 5-10 years. You can find the completed Community Action Plans [here](http://www.cairngorms.co.uk/projects/community-action-planning).

The role also involves working with the VABS team to provide expert guidance and hands-on support to help community organisations develop and implement key projects, including support with funding, project planning, finance, governance, and business planning.

**Key Responsibilities**

1. **Facilitate and support Team Town groups:**
	* Facilitate collaborative ‘Team Town’ meetings as part of ongoing Community Action Planning processes.
	* Provide project support to ‘Team Towns’ and community organisations, including support with funding, project planning, finance, governance, and business planning.
	* Work with statutory agencies, local authorities, and other key partners to support the development of community-led projects.
	* Provide administrative support for ‘Team Towns’, including creating agendas, minute-taking, and facilitating communication between partners.
2. **Support Community Development in Badenoch and Strathspey:**
	* Work closely with community organisations to support and empower them to develop and implement their projects.
	* Build relationships with local community groups and support them in problem-solving, managing projects, and identifying opportunities for training.
	* Assist community groups in identifying and securing funding opportunities for projects.
	* Support development trusts, social enterprises, and other community organisations in creating and sustaining projects that generate income for the communities.
3. **Administration:**
	* Maintain accurate and up-to-date records of project progress and report to funders and partners.
	* Ensure compliance with administrative requirements, such as progress reports and statistical data.

**Person Specification**

**Essential Criteria:**

* **Knowledge and understanding:**
	+ Understanding of the principles and practices of community development in rural Scotland.
	+ Familiarity with funding sources and financial support for community initiatives.
	+ Knowledge of Community Action Planning.
* **Experience:**
	+ Experience volunteering or working in the third sector.
	+ Experience working with Development Trusts, Community Companies, or similar organisations.
* **Skills and abilities:**
	+ Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
	+ Problem-solving and conflict resolution skills, with the ability to manage sensitive issues with professionalism and diplomacy.
	+ Ability to chair meetings and take minutes.
	+ Organisation skills, with the ability to effectively manage capacity and workload.
	+ Strong IT skills, including proficiency in Microsoft Office and other relevant software.
	+ Self-motivated and capable of working both independently and as part of a team.
	+ A full UK driving licence (or the ability to travel by other means, especially for those with a disability that prevents driving).

**Desirable Criteria:**

* Knowledge of communities and third-sector activities in Badenoch and Strathspey.
* Understanding of third-sector governance.
* Experience working with local authorities and other statutory organisations.
* Ability to use social and print media for promotion and communication.
* Ability to be proactive and creative, to identify and develop opportunities for additional project work and income generation for VABS as well as other community organisations.

**Contract information**

* **Contract Type:** Permanent (subject to 6-month probation period).
* **Working hours:** 24 hours a week with some evening work (flexible working arrangements available).
* **Salary Range:** £27,000 - £30,000 per annum pro-rata.
* **Location:** Based in Badenoch and Strathspey, with travel required within the region.
* **Benefits:**
	+ Flexible working hours.
	+ A supportive team environment.
	+ Emphasis on - and support for - staff wellbeing.
	+ Continued Professional Development (CPD) opportunities including training, skills development, conferences, and other learning opportunities.
	+ Opportunity to work on meaningful projects that make a positive impact on the local community.
	+ Opportunity to develop the role by exploring opportunities for additional project work.

**How to Apply**

To apply for the Community Development Officer position, please submit the application form. Please email recruitment@vabs.org.uk for a copy of the recruitment documents (recruitment pack, application form).

Please return your completed application to recruitment@vabs.org.uk or post it to:

**Voluntary Action Badenoch & Strathspey**
The Court House, The Square, Grantown on Spey, PH26 3HF

The closing date for applications is **Monday 02 June 2025 at 5pm**.

Interviews will be held on **Friday 20 June, in-person at the VABS Office** in Grantown on Spey.

**Diversity and Equality**

VABS is committed to promoting diversity and inclusion. We are happy to consider any reasonable adjustments that candidates may need during the recruitment process. We welcome applications from individuals of all backgrounds, including those from under-represented groups. We aim to create an environment where all employees feel valued and supported to achieve their potential.

**Contact Information**

For more information about the role or to discuss the position further, please contact:

**Alice Fogg**
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