



southern uplands partnership
living land, living community

JOB DESCRIPTION

Post Title	East Dumfriesshire Community Officer
Base	Home and/or office space with Southern Uplands Partnership – to be agreed
Responsible To	DECBG Board via Southern Uplands Partnership
Gross Salary	£25,000 pa fte
Pension Contribution	Employer contribution of 8% of salary
Contract Period	Fixed term, two years There is the possibility of the role becoming permanent, subject to funding and demand
Contract Hours	Full-time (37 hrs/wk) It may occasionally be necessary to attend meetings outwith normal working hours (evenings and weekends - for which time off in lieu will be given). SUP operates a flexible working policy including some working from home. Consideration will be given to job share options.
Leave	36 days per annum for full-time employees and 4 public holidays.

Background

Dumfriesshire East Community Benefit Group (DECBG) was set up in July 2017 as a single tier Scottish Charitable Incorporated Organisation (SCIO) (registration number SC047593) but is in the process of becoming a two-tier SCIO.

Following a successful tender exercise, the Southern Uplands Partnership (SUP) was contracted to administer the Ewe Hill 16 Community Benefit Fund, provide a financial and secretariat service to DECBG Board and subsequently to host the employment of the East Dumfriesshire Community Officer. More information on SUP and its work can be found on the website [Home - The Southern Uplands Partnership \(sup.org.uk\)](http://sup.org.uk)

Charitable Objectives

The purpose of DECBG SCIO is to benefit the communities of East Dumfriesshire through the distribution of Community Benefit from Windfarm monies and/or funds from other sources to community groups or organisations within the area of East Dumfriesshire to undertake projects which meet criteria agreed by the SCIO and the donor and which fall within the purposes of:

- the advancement of education;
- the advancement of citizenship or community development and sustainability (including rural or urban regeneration);
- the advancement of the arts, heritage, culture and science;
- the provision of recreational facilities, including public participation in sport, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended;
- the advancement of environmental protection or improvement.

DECBG currently receives and distributes Community Benefit Funds from ScottishPower Renewables' **Ewe Hill Windfarm**, and RES' **Solway Bank Windfarm**. Communities in the area also receive funds directly from **Ewe Hill, Crossdykes** and **Minsca Windfarms**.

DECBG recently commissioned a **Regional Community Plan** to agree priorities for local people. The Plan is available here: [Community Consultation | Dumfriesshire East Community Benefit Group \(DECBG\)](#)

The delivery of many identified priorities will require support and this position has been created to provide this support.

You

You will be interested in the idea of developing a more sustainable future for the communities of East Dumfriesshire covering the smaller communities in the 'Ewe Hill 16 eligible area' (although you will not be expected to work in Langholm, which has its own development workers, you will work collaboratively with them and others undertaking similar roles). You will have a degree (or relevant employment experience) and be interested in people, the environment and rural life of this area. You will be a good communicator (both written and verbal) and experience of putting together project proposals, completing grant applications and seeing projects through to successful completion. A valid driving licence and access to a vehicle is required. Travel expenses will be reimbursed at a rate of £0.45/mile currently.

You will report to the DEBCG Board of Trustees.

Job Purpose

The postholder will be responsible for working with DECBG, local communities and interest groups to deliver local projects. Many ideas have been framed in the Regional Community Plan but others will arise. Funding for some of these may come from the windfarm funds but other sources may be needed.

Principal Duties

- To network with local communities, groups and interest groups to explore new initiatives that will benefit local people.
- To establish local working groups of interested individuals and assist them to develop ideas into realistic business / project plans for their community based on the community survey reports (for some of the Ewe Hill 6 communities) and local discussion.

- Be aware of funding sources available to communities, including beyond community benefits from windfarms and development of funding bids to support the delivery of local projects.
- Where required, to manage contractors in the delivery of particular projects.
- To help communications across the communities served using various methods including newsletters, talks, displays and maintain an active and dynamic social media presence for the communities and DECBG (using Facebook, Instagram and Twitter and others as agreed).
- To provide appropriate information and support to increase the skills and capability of local communities in relation to business / project development.
- To network with any other relevant agencies in undertaking the duties of the post.
- To report to the DECBG Board and to funders as required.

No Job Description can be entirely comprehensive and the post holder will be expected to carry out other duties from time to time that are commensurate with the above responsibilities and determined by the DECBG Board.

Application process

To apply for this position, please download and complete the Application Form from [News | Dumfriesshire East Community Benefit Group \(DECBG\)](#) or [Home - The Southern Uplands Partnership \(sup.org.uk\)](#) or email decbgscio@gmail.com for an Application Pack.

Applications should be submitted to Pip Tabor, SUP Partnership Manager, preferably by email to piptabor@sup.org.uk, by 9.00 am on **Monday, 27th September 2021**.

Interviews will take place on **Wednesday, 6th October 2021**, either online, using the Zoom platform, or in person in Lockerbie, if Covid restrictions allow.



EAST DUMFRIESSHIRE COMMUNITY OFFICER

PERSON SPECIFICATION

1. Education and Training	
Degree level qualification or three years relevant experience	Essential
Ongoing commitment to Continued Professional Development	Desirable
2. Experience	
Working with or in community groups and key stakeholders to develop projects	Essential
Experience of delivering community projects through effective partnership working	Essential
Working to deadlines	Essential
Development and delivery of community consultation and engagement	Desirable
3. Skills and Abilities	
Able to work collaboratively with community groups, agencies, partners and key stakeholders	Essential
Delivery of funding and project management advice to community groups	Essential
Knowledge of Microsoft Office packages	Essential
Good written and verbal communication skills	Essential
Record keeping / organisational skills	Essential
Good customer relationship skills	Essential
4. Knowledge	
Practical knowledge of both local and national funding bodies and their application processes	Essential
An understanding of current issues facing rural communities, including economic, social and cultural issues	Essential
Excellent knowledge of the east Dumfriesshire geographical area	Desirable
Awareness of Sustainability issues	Desirable
5. Personality Factors	
Self-motivated and self-starter	Essential
Reliable	Essential
Confident and outgoing	Essential
6. Other Requirements	
Flexible approach to work duties	Essential
Driving Licence and access to a vehicle	Essential
Observe requirements for confidentiality	Essential
Work well independently and as part of a team	Essential