**Job Title** **Community Development Lead – Community Asset Transfer**

**Reports to** **Chief Executive**

**Location** **WHALE Arts, Wester Hailes, Edinburgh**

**Contracted Hours** **35 hours a week – may involve flexible hours to meet the needs of the role.**

**Contract** **12 month Fixed Term Contract**

**Salary and Benefits** **£24,500 (full-time)**

**Role Purpose**

 This new post will lead the administration and co-ordination of the Community Asset Transfer process and will be a key role in supporting members’ involvement in the exciting plans for WHALE Arts Centre going forward. They will also work with our two existing Community Development Leads to increase membership and participate in local networks and activities.

**Main Duties**

1. To take responsibility for progressing, supporting and documenting the Community Asset Transfer process.
2. To build and evidence a tangible sense of community ownership of the newly acquired asset, and to explore ways to consolidate, document and strengthen community involvement in this process.
3. To nurture new projects and opportunities locally based on residents’ ideas and interests.
4. To build confidence locally so that people feel empowered to take leadership roles in developing new activities and opportunities for the residents of Wester Hailes.
5. To work with our two existing Community Development Leads to support membership development, community empowerment and local community-led regeneration more generally.

**Scope of the Job**

**Strategy**

* Support the CEO and Head of Operations Manager on strategic aspects of the Community Asset Transfer matter
* Work with the Community Development Leads to strategize, implement and review the Membership Engagement Plan
* Think creatively and strategically about the nature of community and the intersections between the various communities which comprise WHALE and of which WHALE is a member.

**Finance**

* Make purchases as necessary to support member, participant, staff and freelance activities within the project.

**Fundraising & Income Generation**

* Identify and secure funding in relation to supporting community development/ member led projects.

**People Management - Staff, Freelancers, Volunteers**

* To support and manage volunteers (in conjunction with the Volunteer Coordinator) in relation to Community Development activities and events
* To support, manage and negotiate with freelance staff in relation to Community Development activities and events

**Governance**

* Support Board development for members
* Work with the Community Development Leads to develop and implement a youth membership strategy and support young people to input into the Community Asset Transfer process

**Data, Evaluation, Reporting**

* Ensure data security in relation to membership issues
* Produce and contribute to funding and internal reporting as required
* Evaluate, review and integrate event and project data and reports

**Facilities**

* Book spaces for community groups and events as required
* Undertake and produce risk assessments in relation to building use by members
* Work with Head of Operations, members, and others to identify and develop Capital Building plans for improvements to the WHALE Arts Centre.

**Projects & Programming**

* Working with local people on projects based on their ideas, responding to local need in a way which is not linked to specific or pre-defined outputs.
* Support the programme of activities and events for members participation at WHALE Arts.
* Follow guidelines, procedures and policies provided by the organisation in relation to financial management and data.

**Marketing and Communications**

* Collect qualitative data (e.g Members’ stories) for case studies, evaluation, and funding applications.
* Contribute communications materials to our WHALE Arts digital channels (e.g. social media, newsletters and website) where relevant to role.

**Community and Network Development, Regeneration and Placemaking**

* Support WHALE Members to develop new creative activities and services to take place at WHALE and across the local area to improve wellbeing, economic prospects and the physical environment.

**Other Duties**

* To be a key holder, opening and securing the building out of office hours when required.
* To help with reception cover over lunchtimes and occasionally ad-hoc to support the team when required.
* To comply with relevant WHALE Arts Agency policies.
* To undertake any relevant training in relation to the post.

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

**Person Specification**

**Essential**

* Experience of community development, preferably with a suitable qualification and/ or at least 3 years’ experience in a similar role.
* Engaging, positive and supportive people person with excellent communication skills to work with a wide range of community members.
* Experience designing, delivering, and evaluating programmes of activity.
* Skills, experience, and confidence to facilitate groups.
* Able to work flexibly (including evenings, weekends) to meet the needs of the post.
* Knowledge of safeguarding practices and experience of following organisational policies and procedures relating to this.
* Using digital technologies in creative and engagement processes.
* Experience of supporting and managing others especially volunteers and freelance artists.
* Understand how to proactively build relationships and work with local, regional and national stakeholders and partner organisations.
* Efficient administration skills.

**Desirable**

* Experience working or volunteering with a member-based organisation.
* Knowledge of Local Place Plans and the Planning (Scotland) Act 2019.
* Knowledge of Community Asset Transfer and the Community Empowerment (Scotland) Act 2015.
* Knowledge of the Wester Hailes area including local organisations, services and the community.

To Apply:

Apply with C.V. and cover letter of a maximum 2 pages, outlining how your skills and experience match the requirements of the post. Email to recruitment@whalearts.co.uk

Please get in touch if you would like to apply in another format or need support to apply by emailing Kate@whalearts.co.uk

**Deadline 3 July at 9am. Interviews 13 July.**

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