

Community Development Officer – Job Description

Employer: One Dalkeith Community Development Trust

Salary: £16.50 per hour.

Contract: Part-time Employment Contract, for an initial period of one year (renewable).

Hours: 16 Hours per week. Saturday working required.

Location: 21 Eskdail Court, Dalkeith, EH22 1AG

Overview:

One Dalkeith has a Board of Trustees (the Board) to oversee the strategic development, objectives and policies of the organisation. That Board sits in oversight of the One Dalkeith employees, but does not directly manage them. The day-to-day management of employees is undertaken by a Hub Manager, who reports to the Board.

Including the Hub Manager, there are 4 senior staff positions in One Dalkeith. The three additional staff positions are; i) the Shop Manager, for the Corner Shop Collective, ii) the Facilities Manager for the Hub and iii) the Community Development Officer. These positions are at equivalent levels of seniority and will report, through the Hub Manager, to the Board.

Other positions, reporting to these senior staff, will be added/included as necessary for the adequate operation of the Hub and delivery of One Dalkeith's objectives, as and when the required funding becomes available..

Community Development Officer

The post-holder is responsible for engaging with the community, formulating a programme of community activity and delivering this over the coming years. This will include the organisation and delivery of a series of community events and activities, determined by the community, connecting with local groups and showcasing the facilities available and increasing One Dalkeith's membership base. The position reports to the Hub Manager. The Community Development Officer will work in close collaboration with other senior managers in One Dalkeith.

Job Description

The management functions will include the following:

1. Organising a community engagement process, including engagement activities building on previous community consultations and developing a resource base of local Volunteers to assist with delivery of activities.
2. Creating a One Dalkeith Community Action Plan.
3. Leading and initiating One Dalkeith's efforts to create a "pop-up community café" run by volunteers and staff.

4. Collaborating and contributing to the development of the Local Outcome Improvement Plan.
 5. Creating toolkits for community groups and third sector organisations to support them to become more resilient using the hub's facilities.
 6. Working with partners and stakeholders to improve the town centre.
 7. Providing community learning opportunities identified by the community.
 8. Securing funds for community performance, culture and arts groups.
 9. Increasing the membership base and encouraging members to get involved.
 10. Organising a schedule of activities informed by feedback from members of the local community.
 11. Advertising for, recruiting, inducting and training tutors and members.
 12. Developing, supporting and coaching members and volunteers.
 13. Maintaining accurate records of members and their training completion and certifications.
 14. Devising and implementing a comprehensive marketing plan for community activities, including advertising activities on social media and on the website.
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15. Facilitating community origination of projects.

Shared Responsibilities

Because of the nature of One Dalkeith, the management team operates as a mutually-supporting group and this means that all team members hold several responsibilities jointly. These responsibilities are:

- Maintaining safety and quality standards, ensuring procedures are carried out promptly and conducting risk assessments.
- Following security and safety measures and lock-down strategies.
- Ensuring compliance with health and safety.
- Assisting in the organisation and delivery of fundraising events.
- Assisting in the marketing of the Hub's facilities to secure new tenants and bookings.
- Ensuring that quality standards are upheld.
- Actively seeking to increase membership base and encouraging members to get involved.
- Helping the community to develop their ideas for projects .
- Implementing One Dalkeith strategies.

Personal Specification

Skills and experience:

- Experience and/ or skills in volunteer recruitment, training and supervision would be an advantage.

- Experience of working in the One Dalkeith community.
- Ability to liaise with wide range of individuals.
- Excellent interpersonal skills.
- Positive and proactive approach.
- IT Literate.
- Sound knowledge and understanding of Safeguarding.

Personal attributes

- Able to self-manage a varied workload with competing priorities.
- Good understanding of the nuances of working within a community setting
- Good team leader and motivator, confident, positive and friendly outlook.
- Highly motivated and committed to succeed.
- Good communicator.
- Care for and interest in the well-being of people in Dalkeith
- Understanding and sensitivity to the inclusive and optimistic values of One Dalkeith
- Able to work flexible hours when required, including weekends and evenings, to meet the real-time evolving needs of the organisation.

Notes:

One Dalkeith is an equal opportunity and Fair Work employer.

Job Type: Part-time, for an initial period of one year (renewable).

Qualifications: The successful applicant will be expected to be educated to at least GCSE level and possess relevant professional certifications/qualifications.

CV and cover letter should be sent to secretary@onedalkeith.info. The closing date is June 14th 2025. If called for interview, references may be requested.