



## **We are Recruiting!**

Newcastleton & District Community Trust are recruiting three new positions. These new posts will provide the support to enable the board to deliver the community development plan and proceed at a pace which is particularly significant given our recent challenges. The double whammy of flooding and Covid-19 hit us hard but we have had investment support from the Scottish Government, local authority, third sector agencies, the Scottish Land Fund and others which enables us to move forward immediately to implement our plans.

We are seeking a team of three who will work closely with us to deliver our community plan which is based on the premise of providing a sustainable community, and for all who live here providing the environment and facilities to enable everyone to enjoy a healthy and active lifestyle, becoming a more inclusive community leaving no one behind. To achieve this there are a number of challenges to overcome:

1. **Declining services & infrastructure** – resulting in more locally based facilities and services
2. **Poor digital & transport connectivity** – continued lobbying for investment to give Newcastleton the same opportunities and advantages as others
3. **Ageing population & migration of young people** – provide enhanced facilities supporting local needs unique to our rurality, change the current dynamic
4. **Lack of jobs** – through investment and increased support improve business opportunities together attracting new employment markets, training and apprenticeships
5. **Lack of available local skills & learning development** – ensure that the Newcastleton outreach learning program is operational and accessible to all. Provide business and enterprise support to help grow and develop sustainable economic drivers
6. **Housing mix, choice & availability** – improve our homes ensuring no one lives in fuel poverty, encourage installation of renewable technology in our housing stock capitalising on the new opportunities that the acquisition of Holm Hill provides. Prepare for housing growth based on the success of solving the other elements.
7. **Health, wellbeing & social inclusion** – all of the above factors contribute to our communities overall feeling of wellbeing and social interaction. If we are able to work collaboratively to address each of the elements, then the overall 'wellness' and happiness factors measured will increase.

We love where we live, which is why we are passionate about overcoming these issues. We need a team to work with our strong volunteering network, community groups and the board to drive forward our program. To help us succeed three roles have been created:

- **Strategic role – Development Officer**  
2 years min potentially ongoing, reporting to the board. Implementing the community development plan, managing staff in their day to day roles, starting salary £32.5k or pro rata part time



- **Lifestyle & Leisure Role - Leisure Assets Worker**

Year 1: working with community groups identifying sustainable opportunities, creating business/development plans and funding streams to support this.

Year 2: Managing Bunks@Buccleuch the new community bunkhouse and developing the leisure products to create investment in Holm Hill. £25k fulltime or pro-rata p/t.

- **Information Role – Listening Ear and Outreach Worker**

Year 1 £25k Outreach work within the community, working with individuals to help them solve problems, improve their quality of life, and access relevant services, leisure opportunities and support. This will include one to one work, listening skills, signposting to services and helping empower people to overcome barriers to accessing services or improving their life. It will also include work at a community level, to gain an understanding of local resources and challenges, identify people who may otherwise not access help, and strengthening community capacity to promote a good quality of life for its population and to recover from the impacts of flooding and Covid-19. Ensuring that no one gets left behind; a community support worker who engenders complete trust and confidentiality with an ability to problem solve on an individual basis.

Initially there is flexibility within each role for part time, job share or full-time posts. NDCT do not wish to limit applications given that the current economic environment is challenging, and many are considering career changes and have the skills we need in whole or in part to help us achieve our ambitions.

In the first instance please write, no more than 2 sides of A4, indicating which role you wish to apply for and why you think you have the necessary skills to help us achieve our aims.

This, along with your CV should be sent to [chair@newcastletoncommunitytrust.co.uk](mailto:chair@newcastletoncommunitytrust.co.uk) by July 10<sup>th</sup>. A short list of candidates will be invited for interviews, which will take place (current guidelines permitting) between July 27 – August 8<sup>th</sup> with appointments effective from September 1<sup>st</sup>.

See the essential and desirable qualities criteria overleaf.

The board is clear about our needs, but our unique recent experiences and rural location make standard job descriptions for each of these posts quite challenging; NDCT want to hear from anyone who thinks they can help us make the difference to people's lives.

We are looking for a team who can work independently but collaboratively, they must have passion and commitment, able to apply discretion and work confidentially when required. Ideally, they will have experience of working in a rural community and understand some of the unique challenges that this brings. We very much look forward to reading them.



Anyone who applies must meet the following essential criteria for each post:

**ESSENTIAL**

1. Experience of living or working in a rural community with good knowledge of the locality
2. Excellent listening and communication skills
3. An understanding of the voluntary and statutory sectors involved in supporting people in the community; ability to engage with volunteers, professionals, and members of the community
4. Flexibility, and a positive, person-centred approach
5. Ability to produce written reports, IT literate with good knowledge and experience of Microsoft Office applications and online databases.
6. Track record of establishing and maintaining effective, informal networking
7. Knowledge and experience of planning, target setting, monitoring and evaluation
8. Able to work independently and pro-actively with a minimum level of supervision
9. Good time management.
10. Enthusiastic, willing to attend community meetings, representing NDCT at relevant public sector events and meetings relevant to your job
11. A valid driving licence and access to a car
12. Willingness to be a Protecting Vulnerable Groups Scheme member (disclosure)
13. Strong ethics, with a good understanding of confidentiality, ability to support individuals while maintaining appropriate boundaries, respect for equality and diversity, and an ability to work with a wide range of people.

**DESIRABLE**

1. Community development experience
2. Knowledge of funding applications, tenders and generating income
3. Knowledge of constitutions and legal structures
4. Ability to take Minutes or Notes of meetings
5. Social media skills