

# Community Officer

## Background

Designated by UNESCO in July 2012, the Biosphere offers an opportunity to support local communities and local community based organisations in the development and delivery of sustainability, climate change, health and wellbeing initiatives that will contribute to stronger and more resilient communities.

Past initiatives have involved the creation of Biosphere Communities using our Sense of Place toolkit to identify the special attributes of individual communities, helping to raise pride and understanding and using the results to promote them as tourism destinations in our UNESCO Biosphere. Through our PLACE in the Biosphere project we have also worked with groups of communities looking at landscape and cultural heritage links and supported the development and promotion of community based initiatives.

## The Role

We're looking for someone who is committed to the sustainability ethos of UNESCO Biospheres who will work with local communities from across the Galloway and Southern Ayrshire Biosphere helping them grow into strong and resilient places where people will want to live and work.

Working with the Lead Officer for Communities and Education you'll be supporting the development and delivery of programmes and projects related to rural development, community based tourism, climate change, health and well-being through meaningful and engaging initiatives that will make life better for the people, the environment and the economy of our UNESCO Biosphere.

You'll have a key role to play in the delivery of our Coalfield Communities Sense of Place project and we are particularly keen to see you help expand and grow the role of the Biosphere Communities initiative, that celebrates the individuality of our local communities and supports them on their journey to becoming 'climate ready'.

As the Communities Officer from time to time you'll also support other members of the Biosphere team in their work with land managers, local businesses as appropriate and in return will be able to call on them for their specialist input to your initiatives when required.

## Applications

**Closing Date for Applications is Midday Friday 5<sup>th</sup> November.**

Proposed interview date is 24<sup>th</sup> November

Application forms must be completed although you are welcome to also submit a covering letter and CV.

All applications to be submitted electronically, as PDF documents.

Please save each file in the following

YourNameCommunityApplicationForm.pdf

YourNameCommunityCV.pdf

YourNameCommunityCoveringLetter.pdf

Application forms submitted to: [info@gsabiosphere.org.uk](mailto:info@gsabiosphere.org.uk)

For Further information or to discuss the role:

Jenna Cains

Lead Officer Community and Education

[jenna@gsabiosphere.org.uk](mailto:jenna@gsabiosphere.org.uk)

Tel. 07436 030223

## JOB DESCRIPTION

<b>Post Title</b>	Community Officer
<b>Base</b>	Biosphere Office St Johns Town of Dalry (to be confirmed)
<b>Reporting to</b>	Community and Education Lead Officer
<b>Responsible For</b>	N/A
<b>Gross Salary</b>	£25,000 – £27,000 p.a.
<b>Pension Contribution</b>	Employer contribution of 8% of salary
<b>Contract Period</b>	Permanent
<b>Contract Hours</b>	Full-time (37.5 hours per week) It may occasionally be necessary to attend meetings outwith normal working hours (for which time off in lieu will be given).

### Job Purpose

The post holder will be responsible to the Community Education Lead Officer and will support the development and delivery of projects and initiatives that supports local communities and community-based organisations in making the most of the sustainability opportunities that the Galloway and Southern Ayrshire UNESCO Biosphere designation brings.

### Principal Duties;

- Contribute to the development of new community-based projects and initiatives
- Support the delivery of the projects and programmes of the Community and Education Team.
- Support delivery of the Coalfield Communities Sense of Place project
- Engage local community-based organisations in working together to realise the opportunities of the UNESCO Biosphere designation.
- Promote and expand membership of the Biosphere Proud Supporter Scheme.
- Support the development and expansion of the Biosphere Communities scheme.
- Support communities in the development of community-based tourism, local sustainability, climate change, community resilience, and health and wellbeing initiatives.
- Support and promote the local delivery of actions to address the UN Sustainable Development Goals.
- Identify & support new projects and grant funding applications to support delivery of community and education objectives.
- Delivery of health and well-being initiatives within the UNESCO Biosphere.
- Regular contribution to GSAB newsletter/website/social media communication streams.
- Support the promotion of the UNESCO Biosphere to communities, visitors and special interest groups through talks and events.
- Regular reporting to Community & Education Lead / GSAB Manager
- Support and promote volunteering opportunities in the Biosphere.

The office base is expected to be St John's Town of Dalry (to be confirmed) where subject to Covid restrictions the team will be expected to work from together for two days a week.

(As a temporary measure the team will work from Kirroughtree and home until the new office premises are available.)

The other days are likely to involve 'agile working' meeting with local stakeholders, hot desking at partner organisations or the option of working from home.

We strive to offer a flexible working environment and are open to discussion on specific situations including job share.

*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 Partnership Board*

## Community Officer Person Specification

Requirements	E	D	Requirements	E	D
<i>Essential (E) or Desirable (D)</i>			<i>Essential (E) or Desirable (D)</i>		
<b>1. Education and Training</b>	Score		<b>4. Knowledge</b>	Score	
<ul style="list-style-type: none"> <li>Degree level qualification in rural /community development, education</li> <li>Minimum 2+ years relevant experience</li> <li>Ongoing commitment to CPD</li> <li></li> </ul>	E	D	<ul style="list-style-type: none"> <li>UNESCO Biospheres and/or protected area management</li> <li>Education for Sustainable Development</li> <li>Good knowledge and understanding of sustainable and community-led rural development, tourism and economic development issues</li> <li>An understanding of natural and cultural heritage issues and opportunities</li> </ul>	E	D
<b>2. Experience</b>	Score		<b>5. Personality Factors</b>	Score	
<ul style="list-style-type: none"> <li>Delivery of Community Development initiatives</li> <li>Leading Community engagement initiatives</li> <li>Supporting community led initiatives</li> <li>Delivery of Learning initiatives</li> <li>Securing grant funding</li> <li>Project and budget management.</li> <li>Writing reports.</li> <li>Working with key stakeholders, public agencies, and community groups</li> <li>Working to deadlines</li> </ul>	E		<ul style="list-style-type: none"> <li>Confident and outgoing</li> <li>Team player</li> <li>Reliable</li> <li>Self-motivated</li> <li>Able to work under pressure</li> <li>Attention to detail</li> <li>A commitment to sustainability</li> </ul>	E	
<b>3 Skills and Abilities</b>	Score		<b>6. Other Requirements</b>	Score	
<ul style="list-style-type: none"> <li>Microsoft office</li> <li>Good written communication skills</li> <li>Record keeping/organisational skills</li> <li>Good verbal communication</li> <li>Good service-user relationship skills</li> </ul>	E	D	<ul style="list-style-type: none"> <li>Flexible approach to work duties</li> <li>Works well independently and as part of a team</li> <li>Observe requirements for confidentiality</li> <li>Driving License &amp; willing to drive</li> </ul>	E	

