

The Southern Uplands Partnership – Communities on the Edge

POST TITLE: Douglas ‘Communities on the Edge’ Animator – 3 Days/week
Douglas ‘Communities on the Edge’ Animator – 2 Days/week
A Team of Part Time COTE Animators are being recruited to make up 1 Full Time Equivalent Post (Initially for 1 Year fixed term contracts with the possibility of extensions for two further years)

LOCATION: Douglas and Douglas & Angus Estate Office

RESPONSIBLE TO: ‘Communities on the Edge’ Coordinator, the Southern Uplands Partnership

SALARY: Up to £18.9k (pro rata) + 11% Employers Pension Contribution

STARTING DATE: ASAP

We wish to recruit a Team of Part Time COTE Animators to make up 1 Full Time Equivalent Post.

Initially the Full Time Equivalent Post has been divided into 2 Part Time jobs (one 3 days per week post and one 2 days per week post) which are detailed below.

The SUP invites interested candidates to apply for each of the Part Time jobs separately.

Candidates are also welcome to apply to do a portion of either of the Part Time jobs as a job share.

All candidates are asked to apply in writing identifying the aspects of the job which they are most interested in / suited for and the time commitment that they wish to make.

It is hoped that this recruitment method will ensure that a broader field of applicants (including those with other commitments such as childcare or caring) feel able to apply and contribute at times which suit them.

It is also hoped that this approach will help to secure a quality mix of experience, skills and local and technical knowledge within the team.

Douglas COTE Animator - 3 Days per week

Working with local people and partners to help ‘create more sustainable rural jobs’ by:

- Assisting local young people from LEAF (Local Environmental Action Force), the COTE Growing Working Group and other partners to develop the Garden / Growing project already started at Newmains. Eventually Incorporating:
 - Cooking, Diet, Physical Exercise, Environment, Food miles, Biodiversity, Composting, Recycling

- Skills development such as Growing, Dyking, Business Planning and Management
- Involving other local people and groups
- Community supported agriculture / enterprise and local trading
- Providing the necessary support needed to reconvene the local Women's development group which COTE helped to initiate during 2005.
- Providing a regular stream of news / information to local people about COTE progress, events and opportunities for further involvement.
- Making concerted efforts to engage with and create opportunities for harder to reach local people with the long term aim of enabling them to become more active citizens. This will be assisted by the involvement tools that will be created and piloted in Langholm.
- Work in close collaboration with the other Douglas COTE Animator(s)

Douglas COTE Animator – 2 Days per week

Working with local people and partners to help 'create more sustainable rural jobs' by:

- Supporting a local group to construct a new local Community Sports Facility that will
 - Develop local skills, confidence and experience relating to
 - Involving local people from the beginning
 - Commissioning feasibility studies
 - Project planning and management
 - Fundraising including loans, grants and revenue generation
 - Creating training opportunities and jobs.
 - Use a social enterprise business model
 - Investigate the availability and potential use of local materials for construction
 - Identify and develop local skills to work with local materials
 - Demonstrate Eco construction, Super insulation & Small scale renewable energy generation
- Supporting local people to explore other opportunities to create more sustainable rural jobs by managing assets in enterprising ways that are in tune with local need, aspiration and environmental limits.
- Work in close collaboration with the other Douglas COTE Animator(s)

Common Duties of All Douglas COTE Animators

Work together with the Local Community and Douglas & Angus Estate to create mutual benefit by:

- Contacting and Engaging with local people, businesses, groups and organisations.
- Raising awareness of the COTE idea, the process and the possibilities that it can achieve. E.g. Sustainable Rural Jobs & Community Supported Enterprise.

Use Asset Based Community Development techniques to address local issues and opportunities by:

- Working with Local People (with a particular emphasis on young people and women), Douglas & Angus Estate and Partner Organisations to:
 - Identify opportunities for more sustainable rural enterprises
 - Audit/identify under-utilized resources (including buildings, natural and cultural heritage features, access opportunities, agricultural and forestry products and by-products, land, etc.)
 - Create projects based on underused resources and on appropriate models developed elsewhere which can be used to stimulate interest.
- Fostering a spirit of learning in all relationships with local people, Douglas & Angus Estate and Partners – developing people as assets too. E.g. through organising, taking part in and communicating the experiences of:
 - Visits to relevant enterprise models elsewhere
 - Leadership Coaching – training provided
- To assist local people to access the necessary advice, support and funding needed to take plans forward.

Work closely with Community Planning Partners to:

- To build on existing good relationships with Community Planning Partners and to secure further high level support from within their organisations for COTE activity.
- Develop carefully designed 'controlled experiments' where Community Planning Partners work with, and listen closely to, local people and facilitate local people to develop their community in line with locally generated priorities.
- To identify / provide appropriate information, training and support to increase the skills and capability of local community members, community planning partners and Estate staff in relation to sustainable rural enterprise development.

Also

- To network with any other relevant agencies in undertaking the duties of the posts.

- To provide regular reports to the Local Steering Group.

Local Steering Group. The Douglas COTE Steering Group comprises of 5 people with the option of co-opting a 6th if the group feel it to be advantageous. Members are: 2 x Local Reps, 1 x Community Planning Partnership Rep, 1 x Douglas & Angus Estate Rep, 1 x COTE Coordinator.

The Southern Uplands Partnership is an equal opportunities employer and we will consider all applications including from those interested in working on a job share basis.

A short Profile of the COTE Project can be found on the Rural Community Gateway website <http://www.ruralgateway.org.uk/cgi-bin/item.cgi?id=1071>

A profile of a Community Animator can be found at the following website http://www.ce.communitiesscotland.gov.uk/stellent/groups/public/documents/webpages/scr_CS_006720.hcsp?PrintView=1

Person Specification for Douglas Communities on the Edge Animators

Knowledge, Skills and Aptitude

Essential

- Good understanding of the rural economy and sustainability
- Motivated and able to work under pressure
- Ability to prioritise work and meet deadlines
- Ability to communicate effectively with colleagues, stakeholders and the wider public
- Good organisational skills
- Ability to create and manage working partnerships
- Willing to work some unsocial hours

Desirable

- Computer literate
- Commitment to environmental sustainability
- Self-motivated
- Persuasive
- Energetic
- Enthusiastic
- Innovative

Experience

Essential

- At least one year's experience in a relevant field
- Experience of community capacity building
- Experience of project preparation and implementation

Desirable

- Experience of business management and development
- Experience of applying for and administering grants (Leader+ or other)
- Knowledge of working in the rural sector
- Community development experience

Other requirements

Current UK driving licence
Access to a vehicle