



Job Title: **Community Hub Development Officer (0.4 FTE)**

Responsible to: **Local Development Manager, Applecross Community Company**

Duration of post: **18 months (May 2023 to Oct 2024)**

Background

Applecross Community Company is both a registered Scottish charity (OSCR SC042865) and a registered company (Companies House SC342825). The overall aim of the Company is to promote sustainable development on the Applecross peninsula through the management of community owned land and assets.

The Applecross Community Company (ACC) has recently acquired the Church of Scotland church building at Camusterrach on the Applecross peninsula. Our aim is to transform the church into a Community Hub, which will provide a range of facilities that benefit the community. A long-term business plan for this project has been developed. As with all ACC's projects, the hub project is aligned to ACC's Action Plan 2020-25.

The conversion of the church will be undertaken in two phases:

1. Essential repairs and immediate use of the building
Initial essential repairs are required to the building so that ACC and AppleNet can have some of the space for their office and for storing AppleNet servers and equipment. Space will also be made available to the local community for workshop, storage and office areas.
2. Developing designs, raising funds and refurbishing the building
ACC's long-term ambition is to convert the church building into the "Applecross Community Hub" which will include office and hot-desk areas, a workshop and Library of Things, two one-bedroom flats, as well as a permanent office for ACC and AppleNet. Steps towards creating the Hub include contracting an architect and working with local stakeholders to secure planning permission, other permits and the building warrant. It also involves raising the funds for the conversion costs.

Purpose of role

A part-time Community Hub Development Officer (0.4 FTE) is required for 18-months to work with key stakeholders to enable ACC, AppleNet and other community groups / individuals to be able to start using the building (phase 1) and then securing the funding and overseeing the submission of planning applications for the long-term conversion (part of phase 2). The post holder will report to and be supported by ACC's Local Development Manager and will work in close collaboration with other staff, volunteer groups and ACC's board of directors.

The 0.4 FTE role is funded for 18 months (May 2023 to October 2024) by the Scottish Land Fund.

Main Duties

Phase One:

1. To deliver phase one as described above, which relates to the completion of essential repairs to Camusterrach Church so that ACC and AppleNet can relocate their offices and servers to the building and for workshop, storage and office space to be available to the community
2. To project manage the completion of the essential repairs, through various contractors, ensuring delivery is done according to budget
3. To establish and manage a booking system for community and local business use of the hub under phase one

Phase Two:

4. To project manage the preparation and submission of applications for planning, the building warrant and other permits required for the phase two renovations
5. To raise the funds necessary to transform the church building into the Community Hub under phase two. The final funding package may include grants, grassroots fundraising, crowdfunding and commercial loans.

Throughout the fixed-term contract:

6. To engage with local stakeholders, ACC members and the wider community at every stage of the delivery of the project, including regularly communicating through social media, mainstream media, posters, newsletters and in person

In addition to these duties the post-holder may be required by the ACC directors to undertake additional activities, as necessary, to meet the needs of the Applecross Community Hub.

Person Specification

Job Title: Community Hub Development Officer Employer: Applecross Community Company		
Key Criteria	Essential	Desirable
Qualifications and Training	Degree/vocational equivalent in a community development or construction related subject	
Knowledge, Skills and Abilities	- Excellent interpersonal skills and ability to influence and motivate others - Excellent presentational and written communication skills, including formal papers and reports	- Good people management skills and an appreciation of the sensitivities of working within small communities - Gaelic speaker
Professional experience	- A demonstrated track-record in successful fundraising for a relevant sector - A strong track-record of managing projects, including workplans, timeframes and finances - Good general computer competence (Word, Excel, Web, email, PowerPoint) - Comfortable managing work-related communications through social media (twitter, facebook etc) and mainstream media	Experience of working with stakeholders to develop design and construction focused projects
Job Circumstances	- Ability to live, or already living, in Applecross or nearby - Flexibility for travel and working hours	Ability to travel and represent ACC and the project at meetings and events outwith Applecross

	• Strong motivation and enthusiasm for the post and the role • Access to own transport and a holding a full current driving license	
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