



Position Development Assistant

Responsible to: Local Development Manager, Applecross Community Company

Time: 42 hours / month, with some work in evenings. Working remotely is an option for this position.

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) is seeking to recruit a freelance Development Assistant to support the Local Development Manager. The Development Assistant will support delivery of a wide range of community development projects in Applecross, in accordance with ACC's Action Plan 2020-25.

The Development Assistant is expected to work flexible hours totalling 42 hours over a month, with some evening work as and when required.

Key responsibilities

The Development Assistant is responsible for:

1. Supporting the Local Development Manager to deliver ACC's long-term aims and objectives.
2. Organising six-weekly Board meetings in coordination with the Chair of the Board of Directors and the Local Development Manager. This includes the preparation and circulation of Board papers before meetings, attendance at meetings (in the evenings) and preparation of minutes.
3. Leading on coordination of ACC's regular newsletters and updates published in An Carranach, ACC website etc. This includes seeking timely inputs from other ACC staff and volunteers to prepare written updates and images, organising sign-off for updates from the Board and Local Development Manager.
4. Supporting the Local Development Manager and our consultant website editor in the updating of the ACC website. This includes preparing and ensuring timely sign-off of revised text and images.

5. Assisting the Local Development Manager and the Chair of the Board of Directors in the logistical organisation of the Annual General Meetings and Extraordinary General Meetings, as well as preparing necessary papers and other materials.
6. Promoting membership of ACC within local residents and ensuring the membership register is up to date.
7. Supporting the Local Development Manager with the organisation and communication about ACC events and activities
8. Organising various team meetings, including financial review meetings.

ACC is seeking expressions of interest for this role before 5pm on 11th August 2023. Please provide us with a letter outlining your relevant skills and experience to fulfil the role. We are willing to consider job-shares so if only part of this role interests you, please also get in touch.

Please send expressions of interest to ldo@applecrosscommunitycompany.org