



Job Title: Development Assistant
Reporting to: Local Development Manager
Time: Flexible, up to 56 hours per month
Duration: 4 months (1st Nov 2024 – 31st March 2025)
Location: ACC office at An Tobar with flexibility to work from home

Background

Applecross Community Company (ACC) is both a registered Scottish charity (OSCR SC042865) and a registered company (Companies House SC342825). ACC's overall vision is for Applecross to be sustainable, resilient and prosperous.

ACC has a strong track record of developing and delivering community projects, including establishing Applecross' community hydro-scheme, establishing a community garden and allotment site, constructing An Toll Bàn affordable homes, acquiring and developing the Hydro-field to build affordable houses and business units, acquiring and regenerating Torgarve woodland, acquiring and converting the Church of Scotland church building in Camusterrach into a community hub, community and school transport etc. ACC also has a wholly owned trading arm, Applecross Community Trading Ltd, that manages the company's local broadband network (AppleNet) and fuel station.

The post holder will be working as part of a team that includes project managers, a broadband network manager, asset manager and a bookkeeper.

Purpose of role

The Development Assistant will support ACC's Local Development Manager with regards to the delivery of development objectives as well as administration, coordination and communication. The postholder will work flexibly for up to 56 hours a month (or two days / week if you prefer), with occasional work in the evenings and week-ends.

Working under the guidance of the Local Development Manager, the Development Assistant will be responsible for:

1. Supporting the Local Development Manager to deliver ACC's long-term development aims and objectives.
2. Organising six-weekly Board meetings of ACC and ACT in coordination with the representative Chair of each group 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 the coordination of ACC's regular newsletters and updates published in An Carranach, locally distributed newsletters and via 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. Monitoring and keeping up to date ACC's website. This includes preparing and ensuring timely sign-off of revised text and images.
5. Organisation of the logistics around ACC's Annual General Meetings and any Extraordinary General Meetings, as well as preparing necessary papers and other materials.
6. Promoting membership of ACC among local residents and ensuring the membership register is up to date.
7. Collecting, processing and filing post, and other correspondence, as and when required by the Local Development Manager, other staff and Board Members.
8. Supporting the Local Development Manager and ACC's Asset Manager in administration relating to the Filling Station and public toilets.
9. Organising external communication about ACC events and activities on community boards, ACC website, social media etc.
10. Organising regular team meetings and other staff activities.
11. Liaising with other ACC staff, ACC and ACT Board members etc. as and when necessary.
12. Occasional face-to-face or online meetings with Highland and Island Enterprise representatives, given that the role is partly HIE funded.

The postholder is to respect and comply with ACC's Equal Opportunities policies and procedures and with safe working practices in accordance with health and safety regulations. The postholder is expected to have access to own transport.

The role and position may be extended after March 2025, subject to available funding.

The deadline for applications for this role is **Friday 18th October 2024**.

Please provide us with a letter outlining your relevant skills and experience to fulfil the role. ACC are willing to consider job-shares so if only part of this role interests you, please also get in touch.

Please send applications to ldo@applecrosscommunitycompany.org