

Horshader Community Development Trust Development Officer Graduate Trainee

Salary: £26,000 *pro rata*, plus MSc course fees, and standard auto-enrolment pension

4-day per week, 4-year fixed-term contract, based in Shawbost.

Closing Date: 5:00pm, Thursday 17th April 2025.

Interviews the week commencing 28th April 2025.



Post Overview:

This is a rare and exciting opportunity for a passionate and qualified graduate to gain hands-on experience in community development while pursuing a fully funded MSc in Sustainability and Rural Regeneration through the University of the Highlands and Islands (UHI). Reporting to the Trust's Business Manager, the Development Officer Graduate Trainee will play a key role in advancing the Trust's Community Development Plan and delivering its charitable objectives.

Over three years, the trainee will gain real-world insights from experienced professionals. After completing the MSc, they will be offered a full-time role for one year with a salary increase, allowing them to apply their learning and contribute meaningfully to the community.

The ability to converse in Gaelic, and residency in the Horshader or surrounding area would be a strong advantage in this role.

Duties:

- Project Development
 - Advance HCDT's charitable aims through the Community Development Plan and new projects.
 - Oversee and complete ongoing projects.
 - Lead Community Engagement, update the Development Plan, and collaborate on local initiatives.
 - Report progress to the Business Manager and provide updates for communications.
- Financial Oversight
 - Identifying relevant sources of external funding and complete funding applications for projects.
 - Managing project budgets.
- Community Engagement
 - Engaging the community in all project activity and developing Volunteer engagement in projects.
 - Helping to build stronger relationships with community groups and relevant stakeholders in the Horshader community.
- Sustainability and Rural Regeneration MSc
 - Please see: <https://www.uhi.ac.uk/en/courses/msc-sustainability-and-rural-regeneration/>
 - The post holder will commit to complete the six required modules over three years, while working towards an agreed research dissertation topic in the third year. One half-day of employment is ring-fenced for supported learning with Trust staff or directors as required. A further unpaid day per week is allocated to study/work on the MSc programme.

Contact: 01851 701225 / admin@horshader.com for an Application Form

Trust Open Day: To understand more of the work of Horshader Community Development, we are hosting an Open Day on Tuesday 25th March 2025. Anyone considering applying is very welcome to come along for an informal chat that day.

Person Specification

Criterion	Essential	Desirable
Knowledge & Experience	Ability to understand and resolve problems to deadline, using own initiative.	<p>Knowledge of island community and useful contacts/relationships.</p> <p>Some experience of working in a small business, social enterprise or similar third sector environment.</p> <p>Experience working with volunteers</p> <p>Experience of managing budgets.</p>
Skills and Abilities	<p>Strong oral and written communication, using Office / Microsoft 365 package and IT equipment</p> <p>Ability to manage own time effectively and multi-task/prioritise.</p> <p>Proven ability to effectively work with people from a range of backgrounds and ages.</p>	<p>Some awareness of Health & Safety, Equality, and Data Protection policies and ability to put into practice.</p> <p>Conversational fluency in Gaelic.</p>
Education/ Qualifications	Recent graduation from a undergrad degree relevant to the work of Community Development.	<p>Experience in fundraising.</p> <p>Project Management qualification.</p> <p>Familiarity with accounting software, for managing project budgets.</p>
Other Factors & Personal Qualities	<p>Reliable, honest, and trustworthy.</p> <p>Ability to cope well under pressure and work to tight deadlines.</p> <p>Cheerful, positive attitude and ability to relate to people at all levels internal and external to the organisation.</p> <p>Self-starting and motivated.</p> <p>Willingness to work flexibly and attend evening meetings.</p> <p>Full clean driving licence & access to own vehicle.</p>	Familiarity with the community and culture of Horshader and the surrounding area.