

## JOB DESCRIPTION

**Job Title:** Project Officer

**Responsible to:** General Manager

**Job Summary:** The post holder will play a front line role in developing the Company.

### Person Specification

The postholder will be a self-starter, willing and able to work without supervision. A knowledge of business management and business procedures is desired together with an ability to form good inter- personal relationships. A positive and progressive attitude is required as is practical experience of working at the sharp end within communities.

### Background

Barmulloch Community Development Company (BCDC) was formed in 2005. It is a Registered Charity (SCO36648) and is listed at Companies House (SC86657). See [www.bcdcglasgow.co.uk](http://www.bcdcglasgow.co.uk) for more information.

Barmulloch was a part of a major Glasgow Overspill project in the 1950's when Glasgow Corporation decided to tackle the problem of sub-standard housing by moving families to new homes on the outskirts of the City. A residents group was formed in 1954 and in 1957 its members, by their own hands, built a Tenants Hall in Quarrywood Road. It served generations of local families until 2007 when it began to show severe signs of dilapidation. BCDC was charged with building a new suite of multi-functional halls. The Barmulloch Residents Centre opened in July 2017 at a cost of £1.7m. The Company has also acquired two other formerly redundant premises, now known as the Broomfield Road Centre and the Recreation Hall. BCDC operates in a designated Area of Multiple Deprivation. The Company has experienced rapid growth in recent years and now offers 27 community development programmes/activities under seven main Themes: EMPLOYMENT, SOCIAL, CREATIVITY & ENTERPRISE, YOUTH DEVELOPMENT, HEALTH & WELL BEING, EDUCATION & TRAINING, and SPORT.

The successful Applicant will join a small staff team about to embark on an exciting development phase to improve the quality of place and provide new lifestyle opportunities for our residents.

### Responsibilities and Duties

#### Management

- Deputise for General Manager as required
- Organise the Company Volunteer Scheme
- Promote and market company activities

#### Development.

- Maintain and develop existing projects and activities
- Analyse and identify local community needs.
- Devise and organise projects.
- Make application for grant funding
- Identify opportunities for Social Enterprise Companies

## Skills Required

### Essential

- Well- developed computer skills
- Competent in use of electronic media
- Previous experience of community development
- Innovative thought processes
- Good presentation and report writing skills
- Experienced fundraiser
- Ability to organise and direct

### Desirable

- Previous business experience
- Knowledge of Third Sector
- Familiarity with National and Local Government standards and policies

### Useful

- Work experience with children and young adults
- Creative, practical skills

## Qualities

### Essential

- Experienced team worker
- Good Interpersonal skills
- Strong motivation
- Pleasant disposition
- Flexible and adaptable
- Strong community focus
- Can do attitude

## Partnerships

An important responsibility for the postholder will be to initiate/maintain partnerships and levels of cooperation with local voluntary organisations and public and statutory bodies.

## Salary and Pension Arrangements

- Annual salary of £26,000; paid pro-rata on the last day of each calendar month.
- Employer and employee contributions will be paid into the workplace pension scheme.
- Other Employee Benefits are available.
- BCDC is an equal opportunities employer.

## Job Specification

The postholder will be based in Barmulloch Residents Centre, 54 Quarrywood Road, Glasgow, G21 3ET although some limited travel will be expected in the Glasgow City area. Some evening and weekend work may be required, with time off in lieu arranged.

## How to Apply

Download an application form at [www.bcdcglasgow.co.uk](http://www.bcdcglasgow.co.uk) or email [vacancies@bcdcglasgow.co.uk](mailto:vacancies@bcdcglasgow.co.uk) for an application form

**Closing date for applications 23<sup>rd</sup> August 2019    Anticipate interviews w/c 2<sup>nd</sup> September 2019**