

We're Hiring!



Company no: SC563463
Charity no: SC047335

Are you looking for an organisation where you can make a difference? Are you adaptable and enthusiastic about helping Dollar to reduce its carbon footprint and protect our natural environment? Read on...

Project Officer – Sustainable Dollar

Salary: £24,570 (pro-rata)

Hours: P/T 10 hours per week working flexibly with the occasional weekend and evenings

Duration: Fixed term contract - 12 months

In December 2021 Dollar Community Development Trust was awarded £9,955.00 from the National Lottery's Together for our Planet fund to deliver our Sustainable Dollar Action Plan which was developed following our widespread consultation with the community in 2020.

The project will involve working with local organisations – both charity and statutory, local businesses and the community to raise awareness, share information, and develop skills and capacity within our local community.

This is a really exciting opportunity for Dollar, and we are looking for someone to work closely with our Trust Manager to take it forward.

Dollar Community Development Trust is a busy local charity dedicated to making Dollar a great place to live and visit. As well as run the Hive, we also work with local partners to deliver a wide range of projects to benefit the Dollar community; you can find out more about what we do by visiting our website: www.dollarcdt.com

Job Description

General

Reporting to and working closely with the DCDT Manager, the project officer will develop and deliver the Trust's Our Connected Dollar project working with local organisations, businesses, volunteers and the wider community with the aim of making Dollar a dementia-friendly community.



Responsibilities of the role include:

- Identify and engage with key partners and stakeholders
- On-going communication with and coordination of stakeholders, including meetings
- Develop volunteer opportunities and support and encourage volunteers to get involved.
- Support the work towards improving the energy efficiency of the Hive and subsequent improvements
- Support the delivery of our various activities, including the monthly Repair Café and community workshops and bi-annual tree planting.
- Ensure project information on the Trust's social media and website is up to date.
- Act as the first point of contact for the Trust for members, the media, and the general public in relation to our Sustainable Dollar activity.

Skills and Experience

- Creative, enthusiastic self-starter able to work with a high degree of independence
- Excellent communication skills (written *and* verbal)
- Experience (paid or volunteer) of working within community development, engagement or regeneration.
- Experience and/or keen interest in environmental sustainability would be beneficial.
- Confident social media and IT user

Location

- Office location is in the Hive, Park Pace, Dollar. The building is fully accessible.
- A laptop will be provided to facilitate home working where necessary.

Additional information

- The post holder will be entitled to 28 days annual leave per year (pro rata) which is inclusive of public holidays. They will also be automatically enrolled in our pension scheme.

Further Information and applications: Please email the DCDT Manager Rebecca McFarlane on rebecca@dollarcdt.com or call 07563 405939 with any questions or to arrange a chat.

To Apply: please send CV and covering letter to rebecca@dollarcdt.com by **Wednesday 26th January 2022**. Interviews will take place w/c 1st February 2022.

This post is made possible due to funding from The National Lottery Community Fund – Together for our Planet funding. For more

information see here: [Together for Our Planet | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](https://www.togetherforourplanet.org.uk)

