

## **Tealing Development Trust (TDT) Role Description, Oct 2024**

<b>Job Title:</b>	Tealing Community Coordinator (freelance)
<b>Reports progress to:</b>	TDT Chair and Secretary
<b>Hours of Work:</b>	14 to 21 hours weekly, to be worked flexibly in support of the requirements of Tealing Development Trust (TDT), including occasional early evenings and weekends.
<b>Contract period:</b>	6 months fixed term initially – freelance hourly rate to be agreed
<b>More information</b>	<a href="http://www.tealingvillage.org">www.tealingvillage.org</a> Facebook: @TealingVillage X: @TealingVillage

### **Our Values and Ways of Working**

Tealing Development Trust Ltd is a two-tier membership company limited by guarantee and a registered Scottish charity. It was set up last year to administer the Seagreen Wind Energy Community Benefit Fund and other income for the benefit of local residents by undertaking a mix of social, environmental and economic initiatives. It is managed by 10 local residents who are each both directors of the company and trustees of the charity, supported by 108 members who are all local residents. We are:

- Ambitious for Tealing and actively helping to build a vibrant community.
- Community based, owned and managed by locals
- Democratic, consultative, open and accountable
- Membership-led, all residents are eligible to join and attend the AGM
- Independent, aiming for financial self-sufficiency and not for private profit
- Actively involved in beneficial partnerships and alliances with local community groups and the public, private and voluntary sectors

This community coordinator position will help the board to accelerate implementation of the village Community Action Plan. The person appointed to the role will:

- Work in a warm, friendly and approachable way that support people and groups to learn and make their own decisions
- Work in a self-directed way, managing their own workload to provide good quality support within the time and resources available.

- Through their actions, embody the Trust's desire to always be seen as democratic, consultative, open and accountable
- Consistently demonstrate good professional and personal standards in the work.
- Be a confident communicator with people from all walks of life and a good public speaker.

### **Key tasks**

1. Progress the 4 main project themes in the 5-YEAR Tealing Community Action Plan – paths, parks and green spaces, Tealing Hall as a community hub and building community spirit. See the Community Action Plan on the village website for more information.
2. Organise community building events, primarily in the village hall (with support from local volunteers).
3. Attract new services to be delivered in the village hall. (Residents said it would be helpful to have services such as podiatry, community nurses, beauticians, council and health service pop-up advice etc).
4. Be highly visible in the area as the community coordinator and encourage local people to get in touch. Be seen in the local community as a warm, friendly and approachable facilitator who gets things done and makes good things happen.
5. Make appropriate contacts. Help to ensure that Tealing and our ambitions are on the radar of key decision makers and opinion formers.
6. Prepare funding applications and secure grants for projects.
7. Write reports and promotional materials for projects. Help to keep residents engaged and well informed via social media, the website, newsletter and other communication channels.
8. Be a strong and positive ambassador for Tealing in Angus and beyond. Represent the Trust at events and meetings including public speaking and presentations as required.
9. Support the volunteer directors of Tealing Development Trust.
10. Work with the Chair, Secretary and Treasurer of Tealing Development Trust to monitor progress and ensure good governance. Prepare progress reports for the monthly meetings of the Board.

### **Location**

A mix of office working based in Tealing Hall (being easily accessible for residents is important) and working from home.

### **How to Express Interest**

Please email [chair@tealingdt](mailto:chair@tealingdt) with your CV, a covering email explaining why the role is of interest and details of your availability and hourly rate. Suitable candidates will be invited to discuss the role with a small group of the Trustee/Directors.