

Tealing Development Trust (TDT) Role Description, Nov 2024

Job Title:	Tealing Community Coordinator
Reports progress to:	TDT Chair and Secretary
Hours of Work:	Freelance 14 to 21 hours weekly, to be worked flexibly in support of the requirements of Tealing Development Trust (TDT), including occasional early evenings.
Contract period:	6 months fixed term initially – hourly rate to be agreed
More information	www.tealingvillage.org 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 village 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 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, with occasional 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 short progress reports for the monthly meetings of the Board.

Location

A mix of working from home and a desk in the village hall.

How to Express Interest

Please email your CV to chair@tealingdt.org **by Monday 16 Dec 2024** with 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.