

STROMNESS COMMUNITY DEVELOPMENT TRUST

Development Officer & Community Centre Lead Recruitment Pack

About This Recruitment Pack

Thank you for your interest in the role of Development Officer with Stromness Community Development Trust (SCIO).

This recruitment pack contains the following information to help you understand the opportunity and assess your suitability for the role:

- **Role Advert** – A summary overview of the position, context and application process, and guidance on how to apply and the recruitment timeline.
- **Job Description and Person Specification** – Detailed information about the purpose of the role, governance framework, key responsibilities, and the experience and attributes we are seeking.
- **Background Information** – An outline of Stromness, the Community Development Trust, and the strategic context in which this role sits.

We encourage applicants to read the full pack carefully before submitting an application.

Welcome from the Chair

Stromness is at a pivotal moment.

The town is refreshing its Local Place Plan, setting a clear framework for community priorities, investment and development over the coming years. At the same time, Stromness Community Development Trust is taking responsibility for the Community Centre and establishing a sustainable operating model that strengthens its value to the town.

This role sits at the centre of that work.

We are seeking an experienced and strategic Development Officer to work closely with the Board of Trustees to translate community ambition into deliverable projects, build sustainable systems, and ensure Stromness has a strong and credible voice in shaping its future.

This is a leadership role within a community context. It requires strategic thinking, financial awareness, partnership confidence and practical delivery capability.

If you are motivated by place-based development, governance maturity and meaningful impact, we would welcome your application.

Kris Bevan

Chair

Stromness Community Development Trust (SCIO)

About Stromness

Stromness is an historic coastal town with a strong identity, active community life and significant heritage and cultural assets.

Like many small towns, it faces pressures and opportunities relating to housing, services, infrastructure, economic resilience and demographic change. The refreshed Local Place Plan will provide a clear set of priorities to guide development, partnership working and funding activity over the coming period.

The Community Centre plays an important role in the town's social infrastructure. Ensuring it operates sustainably, accessibly and in alignment with wider development priorities is central to this role.

About Stromness Community Development Trust (SCIO)

Stromness Community Development Trust is a Scottish Charitable Incorporated Organisation (SCIO) established to support community-led development, strengthen local capacity and promote the long-term wellbeing of the town.

The Board of Trustees holds responsibility for governance, strategic direction and compliance. The Development Officer is the senior employed officer of the Trust and works in close partnership with the Board to deliver agreed priorities.

The Opportunity

This is not solely an operational management role.

The Development Officer will:

- Lead implementation of the refreshed Local Place Plan in parallel with partners.
- Develop and secure funding for priority projects.
- Establish a financially sustainable model for the Community Centre.
- Strengthen partnership relationships with statutory bodies and funders.
- Represent Stromness' interests in strategic discussions.
- Build organisational capacity and delivery credibility.

The role requires the ability to balance governance accountability with operational leadership and long-term strategic thinking.

COMMUNITY DEVELOPMENT OFFICER & COMMUNITY CENTRE LEAD

Advert

Salary: £30,000-£35,000

Hours: 35 hours per week

Contract: 24-month fixed term, with the intention of making the post permanent subject to continued funding

Annual Leave: 28 days plus public holidays (pro rata)

Pension: Employer contribution in line with statutory auto-enrolment requirements

A pivotal role at a pivotal moment

Stromness is at an important point in its development.

The town is refreshing its Local Place Plan, which will set priorities that will shape investment, growth and community wellbeing over the coming years. At the same time, Stromness Community Development Trust (SCIO) is taking responsibility for the Community Centre and building a sustainable model for its long-term future.

We are seeking an experienced and strategic Development Officer to lead this next phase.

This is a senior development post, working closely with the Board of Trustees to:

- Translate community priorities into funded, deliverable projects.
- Establish a financially sustainable and high-value model for the Community Centre.
- Strengthen partnerships and influence across statutory bodies and agencies.
- Ensure Stromness has a strong, informed and credible voice in shaping its future.

You will operate within the governance framework of a SCIO, providing professional advice to the Board while leading delivery across multiple workstreams.

We are looking for someone who can:

- Demonstrate a strong track record in community development or regeneration.
- Secure funding and manage projects from concept to completion.
- Build sustainable operating models for community assets or services.
- Work constructively with Trustees and external partners.
- Represent community interests with confidence and credibility.

This role requires strategic thinking combined with practical delivery capability. You must be comfortable managing complexity, financial oversight and external relationships in a small-town, island context.

How to Apply

To apply, please submit:

1. **Your CV** (maximum 4 pages), and
2. **A covering letter (maximum 1,500 words)** responding to the following three questions:
 1. Based on what you understand about Stromness, what would your key priorities be in the first 12 months of this role, and why?
 2. What experience do you bring in building or stabilising a sustainable operating model for a project, service or community asset?
 3. Describe a situation where you have worked with a Board or governing body to shape strategy and deliver change. What was your role and what was the outcome?

Please ensure your letter demonstrates how your experience aligns with the Person Specification.

Closing date: Midnight Thursday 19th March 2026

Applications should be sent to: kris.bevan@stromnessorkney.com

For an informal discussion about the role, please contact the Chair at kris.bevan@stromnessorkney.com

COMMUNITY DEVELOPMENT OFFICER & COMMUNITY CENTRE LEAD

Job Description and Person Specification



STROMNESS
COMMUNITY
DEVELOPMENT
TRUST

Post Summary

Job Title: Community

Development Officer &
Community Centre Lead

Organisation: Stromness

Community Development Trust
(SCIO)

Reporting To: Chair of Board of
Trustees

Location: Stromness, Orkney
(with flexibility for some home
working by agreement)

Hours: 35 hours per week
(Flexible working required,
including occasional evenings
and weekends)

Contract Type: Fixed-term for
24 months, with a view to
becoming permanent subject to
continued funding and
organisational requirements.

Salary: £30,000–£35,000 per
annum
(Salary start point
commensurate with experience)

Pension: Employer contribution
in line with statutory auto-
enrolment requirements
(currently 3% of qualifying
earnings).

Annual Leave: 28 days plus
public holidays

Purpose of the Role

The Development Officer is the senior operational and development lead for Stromness Community Development Trust (SCIO), working closely with the Board of Trustees to deliver the Trust's charitable purposes and strategic objectives.

Operating within the governance framework of a Scottish Charitable Incorporated Organisation (SCIO), the postholder will:

- Translate Board direction and community priorities into deliverable work programmes.
- Provide professional advice and development capacity to support informed trustee decision-making.
- Ensure that activities align with the Trust's charitable aims and regulatory obligations.

The role combines:

- Strategic community development.
- Leadership of the Stromness Community Centre.

- Delivery and implementation of the refreshed Local Place Plan.
- Representation and advocacy on behalf of the community.

This is not solely an operational management post. The postholder will work in partnership with the Board to ensure Stromness has a strong, informed and influential voice in shaping its future, while building a financially sustainable model for the Community Centre as a core community asset.

The postholder's time will be broadly split on a 50:50 basis between the operational leadership and management of Stromness Community Centre and wider strategic community development responsibilities. This includes leading the effective day-to-day operation, sustainability and development of the Community Centre, alongside progressing strategic priorities for Stromness through delivery and implementation of the refreshed Local Place Plan. The role will also include representation and advocacy on behalf of the community, working with partners, agencies and funders to advance agreed priorities and maximise opportunities for Stromness.

The balance between operational leadership and strategic development will flex in response to service demands, funding requirements, delivery timelines and emerging community priorities. The postholder will be expected to exercise sound judgement in managing this balance, ensuring both strong operational performance and sustained strategic progress.

KEY RESPONSIBILITIES

Key area	Key Duties	Outcomes / Expectations
Strategic Community Development	Lead implementation of the refreshed Stromness Local Place Plan. Translate community priorities into deliverable projects and strategic influence objectives. Develop project proposals and funding applications aligned with agreed themes.	Clear priority themes embedded in work programme. Funded delivery pipeline established. Community aspirations translated into realistic, phased action.
Community Centre – Sustainable Model	Develop and implement a financially sustainable operating model for the Community Centre. Increase usage, diversify income streams and embed effective systems for bookings, access and financial monitoring.	Community Centre operating on a stable financial footing. Increased community use and measurable social value. Reduced long-term financial risk to the Trust.
Community Capacity & Engagement	Strengthen collaboration between local groups. Support volunteers and emerging leaders. Maintain active engagement with residents to inform priorities and delivery.	Improved community participation. Stronger local networks. Trust seen as enabling rather than controlling.
Partnership Working & Influence	Represent Stromness Community Development Trust in discussions with statutory bodies and strategic partners. Advocate for community priorities in housing, infrastructure, tourism and service planning.	Stromness' interests clearly represented in partner plans and investment decisions. Trust recognised as credible development partner.
Project & Funding Development	Identify funding opportunities. Prepare and submit high-quality funding applications. Oversee delivery of funded projects. Monitor outcomes and compliance.	Successful funding secured. Projects delivered on time and within budget. Positive funder relationships maintained.
Governance & Reporting	Work within the SCIO governance framework. Provide regular performance and financial reports to	Trustees able to make informed decisions. Regulatory compliance

(SCIO)	the Board. Escalate risks and provide professional recommendations.	maintained. Clear accountability and transparency.
Operational & Financial Management	Manage agreed budgets. Maintain financial oversight of Community Centre income and expenditure. Develop annual work programmes aligned to Board priorities.	Financial stability. Clear forward planning. Strong alignment between strategy and operational delivery.
Organisational Development	Contribute to strengthening the Trust's systems, reputation and long-term sustainability. Support future growth and resilience.	Increased organisational maturity. Clear external profile. Sustainable development capacity.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE

- Proven experience in community development, regeneration, or place-based project delivery.
- Experience translating strategic priorities into funded, deliverable projects.
- Experience developing and submitting successful funding applications.
- Experience working with or reporting to a Board or governing body.
- Experience managing budgets and monitoring financial performance.
- Experience building and maintaining effective partnerships with public sector and community stakeholders.

ESSENTIAL SKILLS AND COMPETENCIES

- Strategic thinking combined with practical delivery capability.
- Ability to analyse community aspirations and translate them into structured plans.
- Strong written skills, including report writing and funding applications.
- Confident external representation and advocacy skills.
- Financial literacy and ability to interpret budgets and forecasts.
- Ability to prioritise and manage a varied workload independently.
- Strong interpersonal skills and ability to work constructively with Trustees.

DESIRABLE

- Experience managing a community asset or multi-use building.
- Experience leading a strategic planning process.
- Knowledge of Orkney's policy, funding or governance environment.
- Experience supervising staff, contractors or volunteers.

ESSENTIAL KNOWLEDGE AND UNDERSTANDING

- Understanding of community-led development and asset-based approaches.
- Understanding of governance within a charitable or not-for-profit structure (ideally SCIO or equivalent).
- Awareness of public sector structures and decision-making processes.
- Understanding of funding landscapes relevant to community development.
- Appreciation of rural, island or small-town contexts.

PERSONAL ATTRIBUTES

- Professional and self-directed.
- Collaborative but able to provide constructive challenge.
- Solutions-focused and delivery-oriented.
- Credible and confident when working with senior partners.
- Committed to strengthening community capacity rather than centralising control.

ADDITIONAL REQUIREMENTS

Community Representation

- Act as a visible and constructive link between Stromness Community Development Trust (SCDT), the Community Centre, local groups, partner organisations and the wider community.
- Maintain a professional and positive presence within the town and in external forums when representing the Trust.

Compliance & Governance

- Work in accordance with SCDT policies and procedures, including health & safety, safeguarding, equality, and data protection requirements.
- Support the Trust in maintaining compliance with statutory and regulatory obligations relevant to a SCIO and community facility.
- Promote inclusive and respectful engagement across all sections of the community.

Operational & Financial Discipline

- Operate within agreed budgets and delegated authority.
- Ensure appropriate oversight of day-to-day operational matters relating to the Community Centre, including suppliers, contractors and service provision.
- Promote sustainable and responsible use of resources in managing community assets.

Working Pattern & Practical Requirements

- Willingness to work flexibly, including occasional evenings and weekends, to support meetings, events and community activity.
- Ability to respond calmly and pragmatically to issues arising within a live, multi-use community environment.

IT & Systems

- Competence in the use of standard IT systems for communication, reporting and record-keeping.
- Willingness to use or implement appropriate systems to support efficient Centre operation and organisational administration.

COMMUNITY DEVELOPMENT OFFICER & COMMUNITY CENTRE LEAD

Background Information

Stromness

Stromness is an historic harbour town on the west of Mainland Orkney, with a population of approximately 2,000 people and a strong and distinctive identity. Its narrow streets, maritime heritage and cultural life make it one of Orkney's most recognisable communities.

The town has a long tradition of civic involvement, volunteering and local initiative. Community groups, cultural organisations, sports clubs and informal networks all play an active role in sustaining local life. Stromness has strong heritage and tourism connections, but is first and foremost a living town with year-round residents and a strong sense of place.

Like many small towns, Stromness faces both opportunities and pressures. These include:

- Housing availability and affordability.
- Infrastructure and service sustainability.
- Economic resilience and local employment.
- Maintaining vibrancy and community participation.
- Balancing growth with preservation of character.

The refresh of the Stromness Local Place Plan provides an opportunity to articulate clear priorities and shape the town's future development in a structured and realistic way.

Stromness Community Development Trust (SCIO)

Stromness Community Development Trust (SCDT) is a Scottish Charitable Incorporated Organisation established to support community-led development and strengthen the long-term resilience of the town.

The Trust exists to:

- Enable and support community initiatives.
- Develop and deliver projects aligned with local priorities.
- Attract funding and investment into the town.
- Represent community interests in strategic discussions.

The Trust is governed by a Board of Trustees who hold responsibility for strategy, governance and compliance. The Development Officer is the senior employed officer and works in close partnership with the Board to translate agreed priorities into delivery.

The Community Centre

The Stromness Community Centre is a key piece of social infrastructure within the town. It provides space for:

- Youth activities.
- Community groups and meetings.
- Events and social gatherings.
- Voluntary and third-sector activity.

As a multi-use facility, the Centre has significant potential to operate as a community-owned visible and active hub for the community. However, ensuring its long-term sustainability requires:

- A clear and financially viable operating model.
- Increased and diversified usage.
- Effective systems for management and oversight.
- Alignment with wider development priorities.

The Trust is due to take responsibility for the Centre and is committed to establishing a stable, sustainable and community-focused model that strengthens its contribution to the town.

Strategic Context

This role arises at a pivotal moment. The Local Place Plan refresh will identify priority themes for the coming years. Translating those priorities into funded projects and structured delivery will be central to the Trust's next phase.

At the same time, the Community Centre must transition from operational uncertainty to long-term sustainability. The integration of strategic planning with practical delivery defines the scope of this role.

The Development Officer will operate at the intersection of governance, community leadership and external influence, ensuring Stromness has both the structure and the voice to shape its future.

Further Details

Candidates wishing to understand more about Stromness and the wider context may find the following resources helpful:

- **Stromness Community Development Trust (SCIO):**
[STROMNESS – Providing a gateway to our Community Organisations](#)
- **Stromness Map:**
<https://stromnessorkney.com/wp-content/uploads/2021/07/stromness-2019.pdf>

- **Orkney Islands Council – Stromness South End Development Brief:**
[Stromness: South End Development Brief](#)
- **What's Next for Stromness:**
[What's Next For Stromness - Planning Aid Scotland](#)
- **Community Centre information:**
[Stromness Community Centre](#)
- **Visit Orkney (context on the wider area):**
[Stromness | Orkney.com](#)

Candidates are encouraged to familiarise themselves with the Local Place Plan context and the role of community-led development within Orkney.