**Community Ownership Support Service – Churches Programme Officer (fixed term)**

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| Post | Churches Programme Officer – Community Ownership Support Service |
| Location | This post will cover Scotland – office based in Edinburgh or Inverness with the option for some home working. |
| Responsible to | Head of Community Ownership |
| Salary Range | £24,567 + pension (currently 11.5% employer contribution) |
| Length of Contract | Fixed term for 18 months to May 2026 |
| Hours | Our preference is full-time, 35 hours per week. However, we can consider part-time, 28 hours (four days) per week.  Please provide an indication of your preferred working hours in your cover letter |
| Leave entitlement | 25 days p/a plus 10 public holidays |
| Probationary period | 3 months |
| Closing Date | Monday 13th January 2025 at 12 noon |
| Interviews | Interviews will be held on Tuesday 21st January 2025 |

DTAS’ Community Ownership Support Service (COSS) is establishing a new team to work with communities across Scotland on the sustainable transfer of former places of worship into community ownership. The Churches Programme will provide community groups with advice and support, as well as providing access to expert help, networking and training opportunities.

The programme is funded by National Lottery Heritage Fund and Historic Environment Scotland.

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**Purpose of post:**

This COSS Churches Programme Officer role will support the COSS Churches Advisors in the development of a central resource service within the COSS Team on the sustainable transfer of former places of worship into community ownership. The role is an 18-month internship and will complete a broad range of tasks for the COSS Churches Programme, from being responsible for completing the day-to-day administration of the programme, planning and coordinating workshops and events, managing social media to undertaking research projects and maintaining a central database resource.

Given the unprecedented scale of disposals across the ecclesiastical estate, considerable focus will be on capturing and sharing the different approaches and experiences from Scotland’s communities. This role will be key to producing a baseline and developing creative ways to disseminate the learning from the programme across the UK.

We are looking for a motivated, confident and well organised individual who is interested in the heritage environment and/or third / community sector and would enjoy working in a small interdisciplinary team. Applications are welcome from graduates from all degree disciplines but we are particularly interested those from a business or building/ architectural background.

**Summary of Main Tasks**

**Administration:**

* Responsible for the day- to- day administration of the programme
* Compile from a range of existing sources or feed into a central database of church buildings identified as being surplus to requirement; tracking outcome in terms of ownership and use.

**Events Assistance:**

* Plan, organise and manage training and events.
* Act as first point of contact for the general public by being responsible for both event-related and general enquiries via email, phone and website
* Manage booking systems and registrations, ensuring attendance is accurately recorded
* Issue invitations and relevant event information to attendees/delegates
* Help compile and design presentations
* Assist in handling any arising issues at events

**Promotion Support**

* Assist with the collation of information for promotional literature, including press releases and case studies
* Generate content for social media and PR opportunities
* Assist with social media marketing and growth
* Support team with ad hoc administration tasks when required

**Research Support**

* Conduct both primary and secondary research projects as directed
* Write up and present findings internally and externally

**Person Specification**

You should be able to demonstrate the following:

|  |  | Essential or Desirable |
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| **Qualifications** | Qualification to degree level or equivalent | E |
| **Practical Experience** | Excellent time management skills with the ability to prioritise tasks effectively | E |
| Marketing experience i.e. Social Media management, content creation etc would be beneficial but not essential | D |
| Organising/ managing events | D |
| **Knowledge** | Experience of the community-based regeneration sector | D |
| Experience of the heritage sector | D |
| **Skills** | Excellent verbal and written communication skills | E |
| Strong organisational skills | E |
| Strong presentational skills and the confidence to represent COSS in external stakeholder forums | D |
| Ability to work proactively and professionally to deliver a work programme | E |
| Strong IT skills including Microsoft Office | E |
| Ability to work well as a team | E |
| **Personal Attributes** | A strong commitment to community-led enterprise and ownership | D |
| Self-motivated, able to work unsupervised, to take the initiative and meet deadlines | E |
| Attention to detail | E |
| Highly organised with good time management | E |
| Ability and willingness to travel throughout the country | E |

**Benefits**

* On-the-job training and relevant formal training
* 25 days of annual leave, plus 10 days of public holidays (pro rata for part-time employees) and an additional 3 days of fixed leave during Christmas
* DTAS pension scheme with an employer contribution of 11.5%
* Employee wellbeing group with all-staff activities, plus a personal wellbeing budget
* Flexible working

**To Apply for the Post**:

If you are keen to be considered for this opportunity, please email [kay@dtascot.org.uk](mailto:kay@dtascot.org.uk) with your CV and a covering letter detailing your reasons for applying and specific experience to match the criteria above by no later than 12noon on Monday 13th January 2025.

Interviews will be held on Tuesday 21st January 2025. These will be in person in our Edinburgh office but we can consider requests for Zoom interviews if required. Please confirm your preference in your covering letter.

If you have any questions regarding your application, please contact Linda Gillespie, [linda@dtascot.org.uk](mailto:linda@dtascot.org.uk), Head of Community Ownership.

**DTAS is committed to a policy of equity & diversity. We take the collection and use of your data seriously, please see link to the** [**DTAS Recruitment Privacy Statement**](https://dtascot.org.uk/sites/default/files/DTAS%20Recruitment%20Privacy%20Notice%20%202019.pdf)

**Background information:**

[Development Trusts Association Scotland](http://www.dtascot.org.uk/) (DTAS) is an independent, member-led organisation which aims to promote, support and represent development trusts in Scotland. Established in 2003, DTA Scotland now has over 350 development trust members, which makes it one of Scotland’s largest and most dynamic community-led networks. Our office is based in the Dalry area of Edinburgh, a short walk from Haymarket Station.

A development trust is a community-owned and led organisation. They aim to create social, economic and environmental renewal in a defined geographical area, creating wealth within that area and keeping it there. They are diverse in nature: large and small, rural, and urban, mainland and island based.

DTAS provides information, advice and support, and facilitates our development trust network. We run an annual conference, produce publications and resources, and provide a suite of peer-to-peer learning, training and support interventions.

We also operate our [Community Ownership Support Service](https://dtascommunityownership.org.uk/about-coss) which is funded by the Scottish Government to support community groups, local authorities, other public bodies in the sustainable transfer of assets into community ownership and [Democratic Finance](https://communitysharesscotland.org.uk/) Scotland, a programme of support for community and social enterprises to consider alternative methods of raising finance.